

UNITED STATES DISTRICT COURT DISTRICT OF MASSACHUSETTS



United States Courthouse, 1 Courthouse Way, Boston, Massachusetts 02210

ANNUAL REPORT
1999

**UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**

1999 ANNUAL REPORT

UNITED STATES DISTRICT JUDGES

Hon. William G. Young
Chief Judge

Hon. Joseph L. Tauro
Hon. Robert E. Keeton
Hon. Rya W. Zobel
Hon. Mark L. Wolf
Hon. Douglas P. Woodlock
Hon. Edward F. Harrington
Hon. Nathaniel M. Gorton
Hon. Richard G. Stearns
Hon. Reginald C. Lindsay
Hon. Patti B. Saris
Hon. Nancy Gertner
Hon. Michael A. Ponsor
Hon. George A. O'Toole, Jr.

SENIOR UNITED STATES DISTRICT JUDGES

Hon. W. Arthur Garrity, Jr.
Hon. Frank H. Freedman
Hon. Walter Jay Skinner
Hon. A. David Mazzone
Hon. Morris E. Lasker

UNITED STATES MAGISTRATE JUDGES

Hon. Robert B. Collings
Chief Magistrate Judge

Hon. Lawrence P. Cohen
Hon. Joyce London Alexander
Hon. Marianne B. Bowler
Hon. Zachary R. Karol
Hon. Charles B. Swartwood, III
Hon. Kenneth P. Neiman

OFFICE OF THE CLERK

Tony Anastas
Clerk of Court

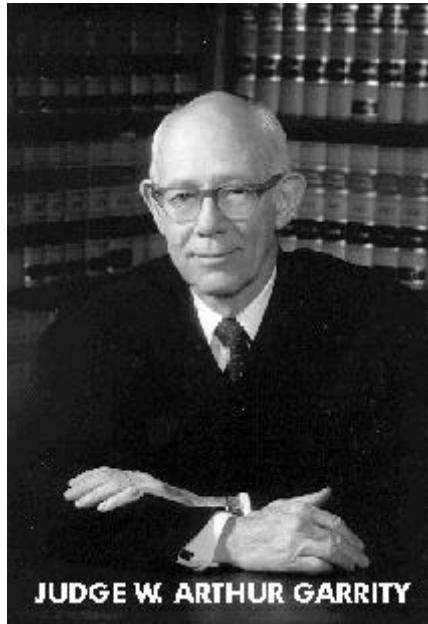
William L. Ruane, Jr., Chief Deputy
Helen M. Costello, Projects Manager
Stuart Barer, Systems Manager
Virginia A. Hurley, Operations Manager
Francis B. Dello Russo, Administrative Manager
Nancy M. Cashman, Human Resources Manager
John Stuckenbruck, Division Manager, Springfield
Deborah F. Shattuck, Division Manager, Worcester

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IN MEMORIAM



June 20, 1920 - September 16, 1999

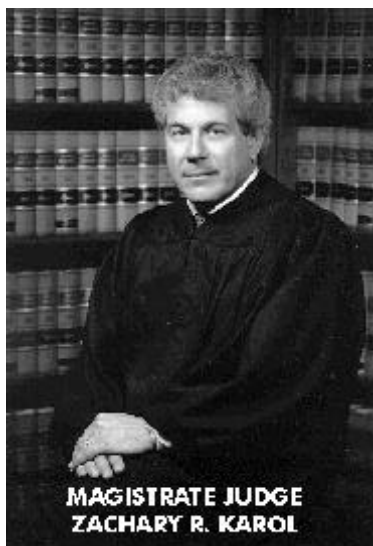
W. Arthur Garrity served the District of Massachusetts for thirty-three years - a third of a century in service as a District Judge. His judicial career was marked by such exemplary courage and scholarship as to be a beacon for us all. Others have and will write about his historic mark as a judge.

Here, I'd like to say just a few words about Judge Garrity's enormous contribution to our court as a colleague and a friend. For all the judges of our court, Judge Garrity was always there for us. He could, and did, act as mentor, councillor, sounding board, and sympathetic supporter - but never intrusively, always diffidently, and always with true friendship. He was an inspiration to everyone with whom he worked. A model of professionalism and even handed judicial temperament, he incubated those virtues in everyone around him. No judge ever stands alone. The wonderful work of Steve Moynahan, Judge Garrity's courtroom clerk, Eugenie Fitzhugh, his Court Reporter, and Barbara Clarke, his last secretary reflect the stature of the judge himself.

Judge Garrity loved this court. He participated fully in all its meeting, its seminars, its outreach programs, and its informal get togethers. He gave by far the greatest part of his professional life to it. The District of Massachusetts is enhanced beyond anyone's knowing by his remarkable life and contributions. We shall each miss his warm presence in the courthouse. Each of us however is the better for Judge Garrity having been an immensely important colleague in the District. Most important, the very fabric of justice here in Massachusetts is better for his judicial service. There can be no better tribute for a judge.

By Chief Judge William G. Young

IN MEMORIAM



July 31, 1946 - September 22,
1999

Zach Karol was a judge. He never once confused himself with the office - - he was far too modest for that - - but when he was in chambers or on the bench, he radiated the judicial virtues. He was the model of what a judge should be.

Zach had a unique gentleness. His meticulous scholarship always spoke for itself, lucid and strong. That same gentleness - - gentility, if you will, was the hallmark of his care of litigants and lawyers, jurors and the public.

Zach was a brave man - - the bravest I've ever known. Faced with his grim diagnosis, he came to court and decided cases - - decided them fairly and justly, without hint in any of those decisions of his personal situation.

Zach was utterly selfless. He gave of himself completely, teaching the practical realities of the law without personally intruding himself. He is the true exemplar of Henry Friendly's dictum:

"The decider should celebrate rather than emote about what he is deciding - - he should tell what he is doing in language that can be understood rather than indulge in flights of rhetoric."

More directly, as Judge Gertner said so eloquently, "A judge is someone who understands that the enterprise is all about justice, and Zach understood that as well, if not better, than any of us." True.

Selfless, brave, and gentle, Zach was a teacher to us all. Here's what he said on that day in 1993 when he was sworn in, a statement that Judge Tauro, who presided, said inspires us all. This is Zach:

"Work hard, think clearly, and always do what you know in your heart to be the right thing. When all the exhaustive analysis and research is done, and there is still no clear answer, never be afraid to trust your instincts."

Zach taught us all every day he served. He teaches us now. He will teach us as long as this Court sits. His life has given each of us a gift of inestimable value - - to his wonderful family, to all his many friends, professional and personal, and to each of us who are so proud to be his judicial colleagues - - for we have walked together with a brave and good man - - a judge.





Remarks of Chief Judge William G. Young at the funeral service for Magistrate Judge Zachary R. Karol, September 26, 1999.



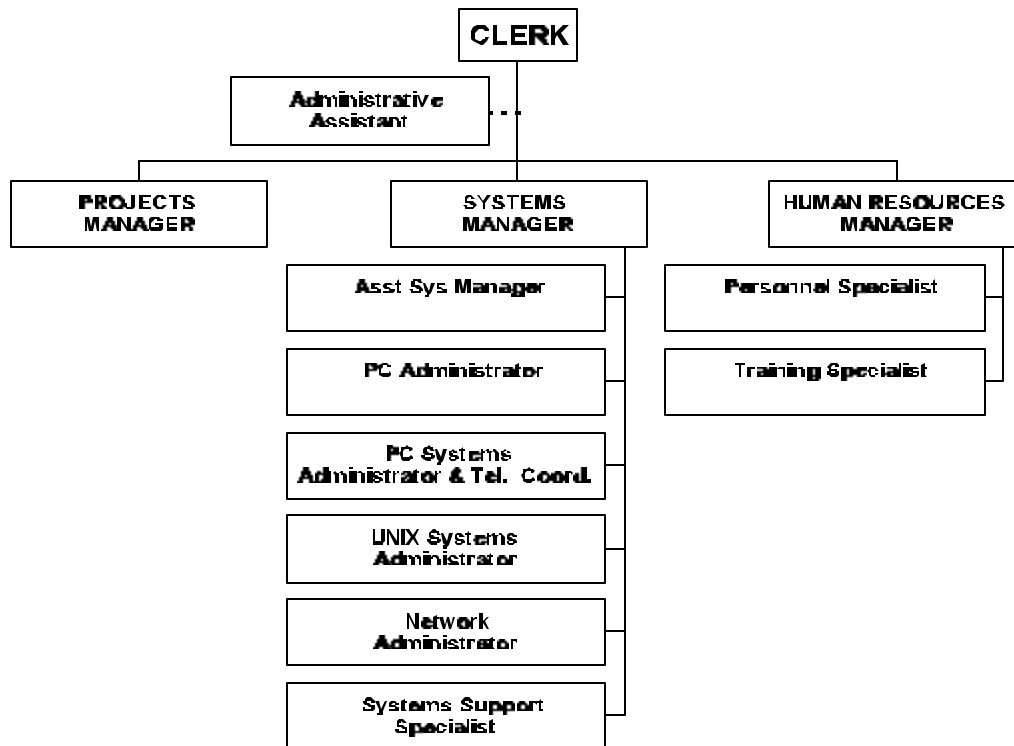
MISSION STATEMENT
of the Clerk's Office
U. S. District Court, District of Massachusetts

We, the staff of the Clerk's Office, are dedicated to providing access to an impartial forum for the resolution of disputes, through prompt service to the Court, members of the bar, and the public. Our services include processing civil and criminal cases, maintaining records, assembling juries, disseminating information on the activities of the Court, and providing other administrative and management support to the Court and its affiliates.

We take pride in working as a team, and pledge to:

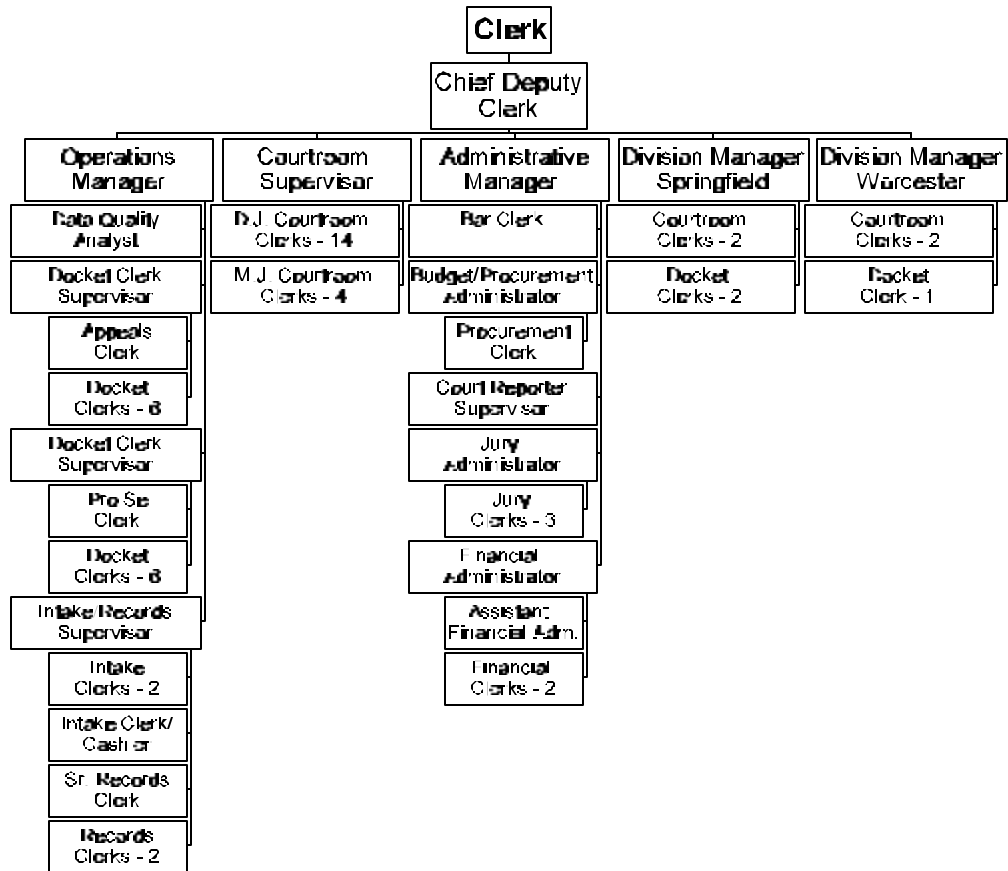
-  *perform our duties with courtesy, respect, equality and fairness, in an accurate and knowledgeable fashion;*
-  *maintain the highest standards of professionalism and ethics, in compliance with the governing rules and regulations;*
-  *strive to improve the quality of our services, thereby promoting public trust and confidence in the judicial system; and*
-  *encourage education and pursue training programs to adapt to the growing needs of the Court and the public, in response to technological advances and innovations in the law.*

**US District Court Clerk's Office
District of Massachusetts
December 31, 1999**



ORGANIZATION CHART # 1

**US District Court Clerk's Office
District of Massachusetts
December 31, 1999**



ORGANIZATION CHART #2

INTRODUCTION

1999 was another busy and productive year for the Clerk's Office. We had many new projects that improved the level of service we provide to the public, the bar, and the judges we serve. We also had a number of accomplishments that improved the efficiency and effectiveness of the Clerk's Office. This annual report documents these projects and accomplishments and contains statistics and details of our workload.

In 1999 there was a great deal of emphasis on automation. The main thrust of automation this year was the Y2K issue. Our systems staff worked long and hard to ensure that all of our systems were Y2K compliant. Through their efforts, the court experienced only minor disruption to our operations as we began the new year. We also bought new computers for staff and laptop computers for use by chambers personnel. The electronic courtroom was installed and updated with terminals for each attorney table, a public monitor, a light pen, and a custom designed lectern. Our public Internet Home Page (www.mad.uscourts.gov) was brought on-line. We also began preparations for our imaging storage and retrieval system that we initiated in January 2000.

Some of the new programs we implemented in 1999 were the Judges Recusal Program; the Alternative Work Schedule Policy, which allowed staff to work nine days and take the tenth day off; the CJA Payment System; and the 360 Degree Feedback Program for all managers and supervisors.

As always, none of what was accomplished could have been done without the hard work and support of our great Clerk's Office staff. It is their support, ideas, suggestions, and labor that allows us to lay claim as a progressive and proficient court.

Lastly, 1999 was also a year of sadness for this court. We loss two wonderful people in Senior Judge W. Arthur Garrity and Magistrate Judge Zachary R. Karol. Their deaths brought us sorrow but also fine memories of two gentlemen who will be sorely missed.

Tony Anastas

Clerk of Court

YEAR IN REVIEW

As we began 1999, the Court continued to settle into the new courthouse on Fan Pier. After only a few months, we were beginning to adjust to the new location and surroundings and actually began to find our way around the building, even in the “back of the house.”

In January 1999, Judge William G. Young began his term as Chief Judge of the District Court. He succeeded Judge Joseph L. Tauro who completed his seven year term as Chief Judge on December 31, 1998. Chief Judge Young met with the staff of the Clerk’s Office on January 7 to discuss the importance of the role the staff plays in enhancing the administration of justice in the District of Massachusetts. In an article in the March 10, 1999 edition of *Amicus Curious*, the District Court newsletter, Chief Judge Young reinforced this discussion by relating the importance of what we do as follows:

“...Equally important to the public, the litigants, and the bar is the actual work of the court – the courtesy with which the public, litigants, and lawyers are greeted at Intake, and the promptness with which their problems are resolved; the accuracy of our accounting of the funds which the public entrusts to us; the promptness, accuracy, and comprehensibility of the docketing that forms the essential backbone of the public record of every case; the array of technological networks that permits us to understand what cases we have, how they are advancing, what legal research is necessary and where to find it; the provision of the essential supplies in every courtroom, chambers, and cubicle so that the work may progress promptly and accurately; the courteous day-in and day-out interaction with the public, the litigants, and the bar as we strive to answer their myriad questions and concerns; the supportive and respectful treatment of jurors who are the very life’s blood of our system, all these activities teach an indelible message of what justice actually means in America today... Everything we do during the job today, and tomorrow, and the day after that, expresses the reality of what justice actually means....”

Listed below are some of our accomplishments, the issues we addressed, and the special occasions that were held during 1999:

◆ As we settled into the new courthouse we began to discover things that were very right about the new design and things that did not work out quite as well as expected.

For the Clerk’s Office, the most significant problems were the size and location of the financial office and the openness of the jury assembly room. The financial office was located in a confined windowless area that turned out to be inadequate for the number of personnel assigned to the section and the amount of equipment needed to perform the financial function. The Jury Assembly Hall, in addition to its use by the jury department, was also going to be used by other agencies and the public. It became apparent that the openness of the space to the work area of the jury clerks needed some change in order to accommodate the needs of the jury section with those of the public and other agencies using the space for meetings and educational programs. Both of these issues were addressed and resolved during 1999 with the relocation of the financial office to space formerly occupied by the Bankruptcy Appellate Panel Clerk’s Office on the 2nd Floor and the installation of glass panels and shades in the jury assembly area.

The space formally occupied by the Financial Office was turned into a conference room for the Clerk’s Office.

◆ On January 29 a portrait unveiling ceremony was held to commemorate the donation of the portrait of Judge Joseph L. Tauro by his present and former law clerks and staff.

◆ The implementation of the Systems Help Desk in December 1998 received favorable responses as it got into full swing in 1999. One phone number was provided for the Help Desk which was staffed on a daily basis by a member of the Systems Department. This helped to

provide quicker response to systems related problems.

◆ A Judges' Recusal Program was introduced. Once a case was assigned to a judge, the parties would automatically be screened to make sure they did not include any of the names previously identified as potential conflicts with the judge assigned to the case. The judge would then be notified by e-mail and appropriate action could be taken upon a review of the case.

◆ A Compressed Work Schedule (CWS) Policy was implemented for members of the Clerk's Office Staff and Court Reporters. This program allows employees to work eight nine-hour days and one eight-hour day in a pay period with one designated day off during the pay period. A number of employees have selected this compressed schedule option of the Alternative Work Schedule (AWS) Policy in addition to the flexible schedule option previously allowed under the AWS.

◆ On February 3 there was a grand opening of our electronic courtroom which included a demonstration and mock trial. Judge Nancy Gertner, the liaison judge for automation, presided over the festivities. Attorneys and staff were invited to this event which demonstrated to us the new technologies being introduced to courtrooms for the future. Judge Saris and Judge Woodlock were among the first judges to conduct trials using the electronic courtroom. This courtroom is available for any judge who is conducting a proceeding that can utilize technology such as, video conferencing, document camera, digital evidence presentation system, etc.

◆ In March, all of the managers and supervisors attended a one day retreat at the Marriott Long Wharf Hotel in Boston. Michael Dobbins, Clerk of the Northern District of Illinois (Chicago), facilitated the program. Topics covered during the retreat included: goals and goal setting, team building, and performance evaluations.

◆ The managers and supervisors followed up on some of the objectives discussed at the retreat. The result was the

development of an Action Plan. Through this Action Plan the managers and supervisors will lead by example and try to embody the spirit and precepts of the Clerk's Office Mission Statement. As part of the Action Plan, every few weeks the managers and supervisors began holding "Coffee with the Managers and Supervisors". Coffee and some treats are provided and all staff are invited to attend.

In order to further the Action Plan, the managers and supervisors try to meet informally every few weeks. Some of the discussions have included: developing the Action Plan, organizing directories on the network, revamping our Web page, the blood drive, a new file tracking system, Lotus Organizer training and a number of other topics.

◆ During 1999, a 360° Feedback Survey was developed to allow for the staff to provide feedback on the supervisors. The results of the surveys were used to identify areas in leadership and development that may help to improve performance. Tony Anastas and Bill Ruane piloted the program in March. Subsequently all of the managers and supervisors received input from staff members who submitted their anonymous responses to the 360° Feedback Survey. The responses were compiled by Bill Ruane and discussed with each manager and supervisor in order to consider future training and development needs.

◆ The Clerk, Systems Manager and Operations Manager visited the District Court in Dallas, Texas from June 14 - 16 to view a number of different systems and programs that were being used by the Clerk's Office. Some of their observations included: the automated imaging and fax noticing system; modifications to CHASER and PACER; records management system; quality assurance; docket reports; and docket and records audits.

◆ In August 1999, Judge Rya W. Zobel returned to the District of Massachusetts after completion of her term as Director of the Federal Judicial Center. She assumed a full caseload and returned to active status as a district judge.

- ◆ Plans for a new courthouse in Springfield were becoming more of a reality in 1999. The final site was selected and an architect, Moshe Safdie of Somerville, MA, was also selected. Construction is expected to begin in FY 2002.
- ◆ As part of a national project to review the staffing formula, a work measurement study was conducted in this court from August 30 through September 10. Most of the staff of the office were interviewed concerning their duties based upon a Work Center Description (WCD) that was developed by a Work Measurement Work Group consisting of AO personnel and court personnel from various parts of the country. Helen Costello, Projects Manager, was part of the national work group that helped to develop the WCD for the district courts. The results of the studies in the courts will be used to evaluate the validity of the current staffing formula which is used to establish requirements for staffing resources in judiciary support offices and to allocate those resources to court units.
- ◆ In September, Judy Litwin and Helen Costello attended training in San Antonio, Texas on the new Criminal Justice Act payment system. The new system was designed to provide stronger internal controls, better audit trails, budget formulation, program evaluation, reports for judges and court personnel, as well as information for response to Congressional inquiries. Since the new system provided for automated CJA appointment forms, all courtroom clerks were trained to use the system.

Although in some respects it is a significant improvement over the old system, it has proven to be very slow which makes the data entry and processing of the vouchers very time consuming. By the end of 1999, we were becoming more acclimated to the system but the processing time had not improved. Efforts were being made by the AO to improve this situation.
- ◆ The annual Employee Appreciation day was commemorated with luncheons for the staff in Springfield on September 30, Boston on October 7, and Worcester on October 15. Awards and plaques were handed out to personnel receiving an Employee Recognition Award and pins were distributed to commemorate length of service.
- ◆ An orientation program for law clerks was scheduled and coordinated by Mary Coughlin, Courtroom Supervisor. The program which was held in the Jury Assembly Hall on October 12, 1999 also included participants from the Clerk's Office and other court related agencies who provided a brief overview of the various court functions. In addition to Mary Coughlin, other Clerk's Office participants included Bill Ruane, Ginny Hurley, Helen Costello, Linda Topalian and Mary Johnson Robbins. Presentations were also made by Marsha Zierk and Maria Hamilton, permanent law clerks to Judge Stearns. Barbara Morse discussed her role as the Pro Se Staff Attorney and Barbara Sakurai provided insight into the duties of the Official Court Reporters. Bob Ryan, Chief Deputy Probation Officer and John Riley, Pretrial Services Officer discussed issues related to the work of their offices.
- ◆ A portrait unveiling ceremony was held for the late Judge David S. Nelson on October 27, 1999. Many relatives, friends and former law clerks of Judge Nelson, along with judges and court staff attended this moving ceremony.
- ◆ A Post Orientation questionnaire was developed by Human Resources and handed out to several new employees after completion of their initial orientation. The feedback provided by these employees was generally positive and was very helpful in assessing the need for changes to our orientation program.
- ◆ Training continued to be an important component of activity in the Clerk's Office during 1999. A number of programs were offered to court personnel during the year both onsite and offsite. The programs were presented in a variety of ways, including: personal instruction, videotape, audiotape and through the Federal Judicial Television Network (FJTN).

Initially, access to satellite broadcasts of FJTN programs was limited to the computer training room. Since this room was being used for training by other

agencies in addition to the Clerk's Office, it was sometimes difficult to schedule use of the room to watch a program through the FJTN or to view a videotape for training. By the end of 1999, capabilities to access the FJTN were extended to our conference room and the Jury Assembly Hall. This has made it quite a bit easier to access this type of training and made scheduling much more flexible.

- ◆ By the end of 1999, the Clerk's Office had installed, and was beginning to test, imaging equipment to be used for linking

imaged case related documents to the dockets. Upon completion of the testing, it was anticipated that the imaging of certain case documents would begin in early January 2000.

- ◆ The year 2000 cannot be mentioned without thinking of Y2K issues. Much time and energy has been spent by the systems staff during this year getting ready for the big day. It is certainly hoped that all of their efforts will be met with a successful conversion to the year 2000 on January 1.

STATISTICAL OVERVIEW

FILINGS IN THE DISTRICT OF MASSACHUSETTS

◆ CRIMINAL CASE FILINGS

Filings of criminal cases rose .8 percent from 496 to 500 in 1999, the second consecutive year that this district experienced an increase. This increase, though modest, was consistent with the national trend which recorded a 4 percent gain in 1999. Fraud and drug cases continued to represent the most significant part of the criminal caseload in this district. While fraud filings increased 37 percent in 1999 and represented 30 percent of all criminal cases filed in the District of Massachusetts, fraud case filings declined 8 percent nationally. Drug filings increased 6 percent districtwide and 7 percent nationally in 1999. Drug filings accounted for 28 percent of the total number of criminal filings in this district. Other categories of criminal cases that experienced an increase in this district in 1999 were:

- # Immigration - up 20 percent
- # Embezzlement - up 22 percent
- # Weapons & Firearms - up 7 percent
- # Forgery & Counterfeiting - up 92 percent

The number of defendants in criminal cases grew substantially in Massachusetts in 1999, which is somewhat surprising since there was such a minor increase in criminal case filings. The number of criminal defendant filings rose 19 percent from 622 in 1998 to 740 in 1999. One reason for the growth was the large number of multi-defendant criminal cases filed by the U.S. Attorney's Office. Nationally, defendant filings rose 2 percent.

◆ CIVIL CASE FILINGS

Civil filings in the District of Massachusetts decreased .8 percent from 3346 in 1998 to 3321 in 1999. This decrease was not consistent with the

national trend which showed an overall increase of 1 percent in 1999. The reduction in civil filings resulted primarily from declines in labor suits, contract cases, and social security filings. Even with the drop in contract cases, tort cases, civil rights cases, and contract filings still represented over 50 percent of all civil cases filed in this district in 1999. Tort filings and civil rights cases were up 13 percent and 14 percent, respectively, in 1999. Other categories of civil cases that experienced significant growth in this district were:

- # Recovery of Overpayments and Enforcement of Judgments - up 82 percent
- # Real Property - up 61 percent
- # Forfeitures and Penalties and Tax Suits - up 33 percent
- # Copyright, Patent, and Trademark - up 10 percent

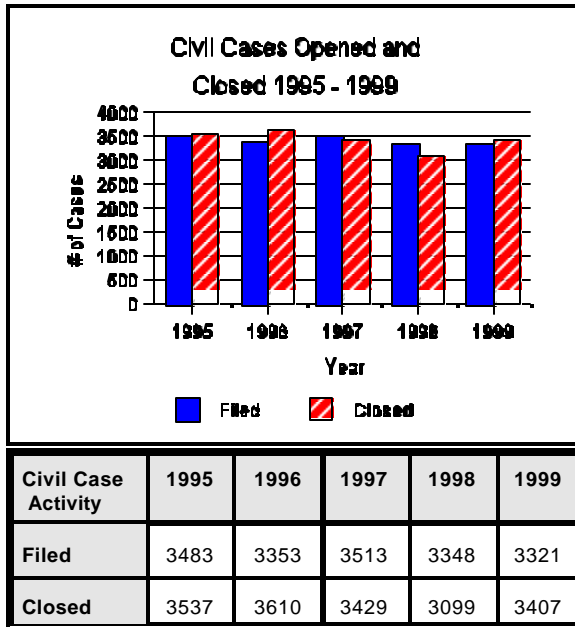
◆ TRIALS & HOURS OF IN-COURT ACTIVITY

In 1999, the number of trials commenced increased 18 percent in this district. Because of this increase, the number of trial hours rose 10 percent from 4478 in 1998 to 4907 in 1999. Total hours of in-court activity (trial hours + in-court hours on other matters) climbed for the first time since 1995 and totaled 11,320 hours, an increase of nearly 28 percent over the 1998 figure. Other significant increases included:

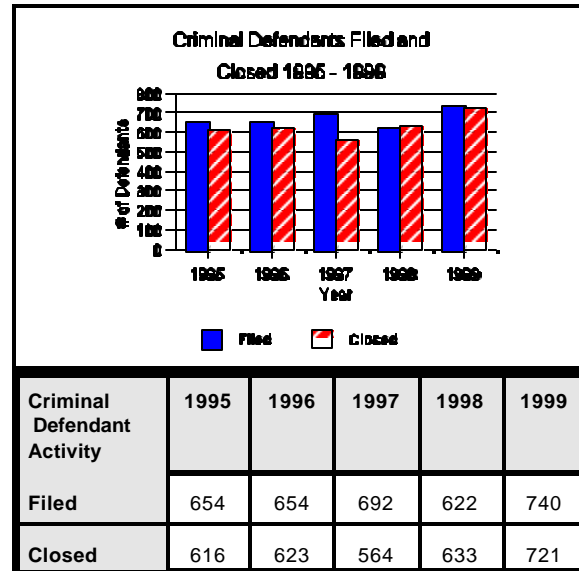
- # Days on trial - up 27 percent
- # Days on other matters - up 40 percent
- # Hours on other matters - up 33 percent

The dramatic increase in days on trial and hours on trial can be partially attributable to a number of protracted criminal trials, one of which was held in Worcester in the fall of 1999 and lasted a total of 32 days.

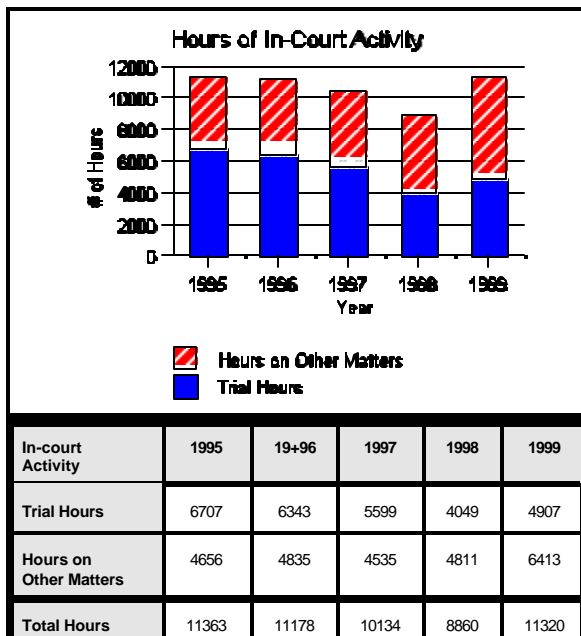
DISTRICT-WIDE STATISTICAL CHARTS



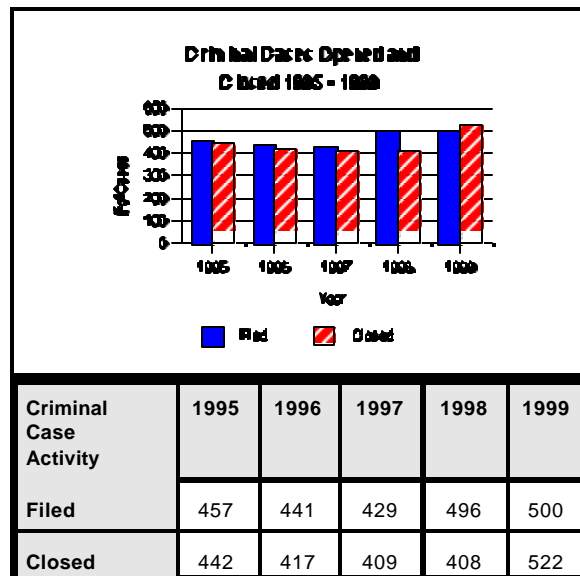
Source: Locally generated report on civil case filing activity for calendar year.



Source: Locally generated report on criminal defendant filing activity for calendar year.



Source: Local report on district-wide in court activity from JS 10 reports.



Source: Locally generated report on criminal case filing activity for calendar year.

JUDICIAL OFFICERS

In addition to their case management responsibilities, several of the judges have been designated to work on a number of committees on the national level. During 1999, the judges in the District of Massachusetts worked, and in some instances continue to work, on the following Judicial Conference Committees or national assignments:

Judge Young	Committee on the Budget
Judge Gorton	Committee on Judicial Resources
Judge Stearns	Committee on Federal-State Jurisdiction
Judge Saris	Committee on Defender Services
Judge Ponsor	Committee on the Administration of the Magistrate Judges System
Judge O'Toole	Committee on Security and Facilities
Judge Mazzone	Chair - F.J.C. Bench Book Committee

Each judge also has an important role, locally, as a liaison to one of the agencies or functional areas that are necessary for the efficient operation of the court. In this capacity, they confer and meet regularly with the persons responsible for the functional area to resolve problems, address concerns and plan for the future. There are also several standing committees that one or more district judges participates in with one district judge having the responsibility of chair of the committee. The liaison judge and local committee assignments during 1999 were the following:

LIAISON JUDGE ASSIGNMENTS

Alternative Dispute Resolution	Senior Judge A. David Mazzone
Automation & Information Systems	Judge Nancy Gertner
Benefits for Judicial Officers	Judge Michael A. Ponsor
Bankruptcy Court	Judge Nathaniel M. Gorton
Bureau of Prisons	Judge Douglas P. Woodlock
Central Section - Worcester	Judge Nathaniel M. Gorton
Circuit Library	Judge Richard G. Stearns
Civil Pro Se Staff Attorney	Judge Reginald C. Lindsay
Consigliere-at-Large	Judge Joseph L. Tauro
Court Security	Judge Richard G. Stearns
Court Interpreters	Judge Nancy Gertner
Court Historian	Judge Douglas P. Woodlock
Court Reporters	Judge Patti B. Saris
Criminal Justice Act Program	Judge Mark L. Wolf
Education Programs	Judge Patti B. Saris
Federal Protective Service	Judge Richard G. Stearns
G.S.A. - Space & Facilities	Judge Douglas P. Woodlock
Immigration & Naturalization	Judge Mark L. Wolf
Jury Pool	Judge Reginald C. Lindsay
Media	Judge George A. O'Toole
Office of the Federal Defender	Judge Patti B. Saris
Office of the Clerk of Court	Chief Judge William G. Young
Office of the U.S. Marshal	Judge Richard G. Stearns
Office of the U.S. Attorney	Judge Edward F. Harrington
Pretrial Services Agency	Judge George A. O'Toole
Reporter to the Court	Judge George A. O'Toole
Senior Judges	Judge Robert E. Keeton
U.S. Probation Department	Judge Nancy Gertner
U.S. Magistrate Judges	Judge Robert E. Keeton
Western Section - Springfield	Judge Michael A. Ponsor

LOCAL COMMITTEE ASSIGNMENTS

Committee on the Budget Judge Mark L. Wolf, Chair
Committee on Court Reporters Judge Patti B. Saris, Chair
Committee on Court Security Judge Richard G. Stearns, Chair
Committee on Rules and Practice Judge Douglas P. Woodlock, Chair

In January 1999, Judge William G. Young assumed the administrative responsibilities as Chief Judge for the District of Massachusetts upon the completion of the term of Judge Joseph L. Tauro.

The judiciary in the District of Massachusetts suffered two significant losses in September with the untimely deaths of Senior Judge W. Arthur Garrity and Magistrate Judge Zachary R. Karol. Both of these judges lost their battles with cancer and as noted in the *In Memoriam* section of this report will be sorely missed by all.

One of the highlights for the judges in the District Court and First Circuit in 1999 was the announcement on May 5 that one of the nine remaining original copies of the U.S. Constitution would be on display in the new courthouse for at least five years thanks to the efforts of Supreme Court Justice Stephen Breyer and District Court Judge Douglas P. Woodlock. This rare copy of the final text of the constitution is only one of nine that exist today and will be the only one readily accessible to the public. The document is being loaned to the Boston Courthouse by Dorothy Tapper Goldman of New Caanan, Connecticut who has also agreed to loan a copy of the Judicial Act of 1787 that created the court system.

During 1999, the judges participated in a number of programs to educate the bar and the public in various functions of the judiciary. Some of these efforts included:

- ♦ participating in MCLE sponsored seminars, including:
 - # Federal Court Judicial Forum '99;
 - # On Trial with Judge Young;
 - # From Voir Dire to Verdict; Judges, Juries and You; and
 - # Federal Civil Litigation in the District of Massachusetts.
- ♦ participating in programs and events sponsored by various bar associations, including the Massachusetts Bar Association, the Worcester County Bar Association and the Boston Bar Association.

Along with the above programs, the court is partnered with the Boston Bar Association to help promote public understanding of the rule of law in a constitutional democracy through the Federal Court Public Education Program. This project which began as an idea to help promote the public aspects of the building has now become a very interactive program which brings a cross section of the community to this courthouse to interact with judges, lawyers and others interested in enhancing the knowledge of, and respect for, the law and the legal process. This is done through mock trials, court visits, historical presentations and a number of other programs that bring students, seniors and other members of the public to this new courthouse building.

The Court sustained severe losses during 1999 in the services of Magistrate Judges due primarily to illness leaves for Magistrate Judges Zachary Karol and Joyce Alexander and in September 1999, the untimely death of Judge Karol, whose extraordinary service to the Court and the community is reported on page 2. At the end of the year covered by this report, the Court is still engaged in the process of selecting a successor to Judge Karol. The Court is also taking steps to obtain temporary emergency coverage to help with the workload burden incident to the permanent loss of Judge Karol and the temporary loss of Judge Alexander's services.

The pairing system which began in 1993 matches a magistrate judge with two district judges for a period of two years for the handling of any civil matters referred by the district judge. The following pairings were announced in January 1999 for a two year period through 2000:

C.M.J. Collings:	J. Woodlock and J. Gertner
M.J. Cohen:	J. Lindsay, J. Tauro, and J. Zobel
M.J. Alexander:	J. Wolf and J. O'Toole
M.J. Bowler:	J. Keeton and J. Stearns
M.J. Karol:	J. Harrington and J. Saris

The end of 1998 completed the term as Chief Magistrate Judge for Magistrate Judge Joyce London Alexander. In 1999, Magistrate Judge Robert B. Collings began his term as Chief Magistrate Judge. An induction ceremony to honor the occasion was held on April 16, 1999.

HUMAN RESOURCES

The Human Resources section of the Clerk's Office during 1999 was comprised of Nancy Cashman, Human Resources Manager, Joanne Cull, Personnel Specialist and Marilyn Bond, Training Specialist.

The staffing level remained at 84% during 1999. There seems to be little likelihood of any increase and there is a constant concern that there may be further reductions. Accordingly, the personnel budget and potential changes in the factors that are used to determine staffing must be monitored carefully. This is an extremely important part of the Human Resources function.

Following is a brief summary of many of the personnel events during the past year.

1999

January

- ◆ Robyn Shahid was hired as an Intake Clerk.
- ◆ Hector Sosa was rehired as a part time Records Clerk.
- ◆ Matthew Hogan was transferred to the position of Docket Clerk to Judge O'Toole.

February

- ◆ Judith Twomey was hired as an Official Court Reporter assigned to Judge Wolf.
- ◆ Jean Hanson the Secretary to Judge Skinner retired.

March

- ◆ Patricia Coppola transferred from the position of Official Court Reporter for Judge Wolf to be the Docket Clerk for Judge Saris

May

- ◆ Robert Alba was promoted to the position of Courtroom Clerk assigned to Magistrate Judge Bowler.
- ◆ Barbara Morse returned to her position as Pro Se Law Clerk from maternity leave

June

- ◆ Rebecca Greenberg returned to her position as Courtroom Deputy assigned to Judge Woodlock after serving temporarily as the Pro Se Law Clerk and Michelle Rynne was transferred back to Docket Clerk for Judge Woodlock after covering as Courtroom Clerk for Rebecca Greenberg.
- ◆ Maurice Lindsay resumed his duties in the Records Section after temporarily assuming the duties of Docket Clerk for Judge Woodlock.
- ◆ Jasmin Rivera resigned her position in the Jury Section to transfer to the Clerk's Office for the Eastern District of New York in Brooklyn.
- ◆ Timothy Willette left the District of Massachusetts to assume a position as an Official Court Reporter in the U.S. District Court in Minneapolis, Minnesota.
- ◆ Hector Sosa returned as a full-time Records Clerk for the summer months.
- ◆ Migdalia Bruno was hired for the summer to coordinate the Judge Nelson Fellows program.
- ◆ Lee Marzilli was hired as the Official Court Reporter assigned to Judge Keeton.

July

- ◆ Lisa Urso was promoted to be the Courtroom Clerk assigned to Judge Zobel.
- ◆ Jay Johnson was transferred to the position of Docket Clerk for Judge Zobel.
- ◆ Maureen Schneider, formerly the Swing Pool Secretary, was promoted to Secretary for Judge Zobel.
- ◆ Rex Brown was hired as Magistrate Judge Alexander's Courtroom Clerk.
- ◆ Edis Feldhouse transferred to the Systems Department at the U.S. Bankruptcy Court in Boston.

August

- ◆ Karen Joyce, a former intern in the Worcester Clerk's Office, was hired as a Jury Clerk in Boston.

September

- ◆ Deborah Lowe, Court Reporter Supervisor, began maternity leave. Doug Holmes from the Jury Section assisted in covering her duties during her absence.
- ◆ Nancy Irwin transferred from the position of Secretary to Chief Magistrate Judge Collings to become the Swing Pool Secretary.
- ◆ Marvin Wilkes resigned from the position of Secretary to the Pro Se Staff Attorney.

October

- ◆ Shelley Ryan resigned as Courtroom Deputy for Chief Magistrate Judge Collings to assume a position in the Court of Appeals Staff Attorney's Office.
- ◆ Theresa Catino left on maternity leave and Sheila Diskes assumed the duties as Docket Clerk Supervisor for all docket clerks.

November

- ◆ Christine Karjel was hired as the Financial Administrator beginning in January 2000, to replace Eleanor Creamer who plans retirement as of February 2, 2000.
- ◆ Marc Bumble was hired as the Unix Systems Administrator.

December

- ◆ Deborah Lowe returned from maternity leave and resumed her work as Court Reporter Supervisor.

During 1999, thirty-two law clerks were hired and thirty-two law clerks resigned.

A post orientation questionnaire developed in 1998 by Human Resources provided feedback from new employees regarding the Orientation Program. As a result, we are better able to evaluate and respond to their training and development needs.

The Human Resources department also continued its oversight of the Student Intern Program.

TRAINING

As in the past few years, there was a continued emphasis on training during 1999. The Training Council, permanently chaired by Marilyn Bond, the Training Specialist, continued its work to identify the training needs of the office. The Council consists of six volunteer members of the Clerk's Office staff who serve a term of two years. The current members of the council, in addition to Marilyn, include: Frank Dello Russo, Bethaney Healy, Maruice Lindsay, Zita Lovett, Jennifer Mulcahy and Linda Topalian.

During 1999, the Training Council and many members of the Clerk's Office staff participated in a training needs assessment. Marilyn Bond, working with Barbara Anderson from the Administrative Office, helped to coordinate this project. This was a very comprehensive look at the current and future training needs in the Clerk's Office. Input from these focus groups and meetings were considered in the development of a Strategic Training Plan for the district which was finalized in December.

During 1999, training was offered in a number of ways including onsite, offsite, videotape, audiotape and live broadcasts on the Federal Judicial Television Network (FJTN). By the end of 1999, the Clerk's Office was able to access the FJTN in our conference room on the 2nd floor and the Jury Assembly Hall. Originally, the FJTN was only available in the computer training room which was often used by a number of other agencies in addition to the District Court. The FJTN programs are much more available to us now and we can take advantage of this expanding resource.

Listed below are some of the training opportunities offered through the FJTN in 1999. 82 employees participated in 27 hours of training on the following subjects:

- ◆ Travel Regulations
- ◆ In Camera: Y2K Challenge for the Courts
- ◆ Electronic Records Management
- ◆ Court to Court
- ◆ Special Report: Y2K
- ◆ Assessing Training Needs

- ◆ Managing Generation X
- ◆ Federal Employees Retirement System
- ◆ Social Security & the Federal Worker
- ◆ FEGLI
- ◆ Long Term Care
- ◆ Electronic Case Filing
- ◆ Time Management

87.5 hours of other training programs were conducted for a total of 234 participants. Among the topics covered were the following:

- ◆ "Working", a program for non-supervisory personnel
- ◆ Sexual Harassment Awareness
- ◆ Employee Assistance Program for Supervisors
- ◆ CSRS
- ◆ Ongoing training in automation, docketing and other computer applications
- ◆ Ongoing customer service training
- ◆ E-mail Essentials
- ◆ Time and Attendance
- ◆ Retreat for Supervisors and Managers
- ◆ Survival Kit for New Supervisors
- ◆ Making Ends Meet
- ◆ Stress Workshop
- ◆ Web CHASER
- ◆ Speedy Trial Act
- ◆ Introduction to the Federal Court
- ◆ How Criminal Cases Move Through the Court
- ◆ Fire & Safety Training for Courthouse Staff
- ◆ New CJA Payment System
- ◆ Rules Training

All Clerk's Office personnel have been encouraged to attend training programs for personal growth enrichment, to enhance their current job skills, and improve their knowledge for promotional opportunities. The Training Specialist is responsible for the arrangements for all training programs and for keeping a record of the overall training offered to the staff. The Training Specialist plays a major role in monitoring the progress of new employees through the orientation program. In addition, the Training Specialist conducts Orientation and Customer Service Workshops to all new employees and interns when they first come on board and

maintains an in house training library which contains a variety of books, training videotapes, audiotapes and other training programs and materials for use by all staff members.

The Training Specialist has also served as a member of the Circuit Training Council and maintains a close working relationship with the Federal Judicial Center, the research and educational agency for the federal courts. The Training Specialist is also the liaison with other training specialists in other courts and court related agencies.

INTERNS

Since 1989, the Clerk's Office staff has been regularly supplemented by very capable and impressive student interns who generally volunteer their time with the court. The program was first begun to address severe personnel shortages and budgetary restrictions placed on the court. The students volunteer for the experience or acquire course credit. The benefits of the program are twofold: first, the Clerk's Office is provided with competent and adaptable clerical and administrative assistance and second, the intern is provided with the opportunity to gain valuable insight into the administration of justice within the federal court system.

Although most of the interns are not paid for their services, there are two paid programs that are coordinated by the court.

- ◆ The Austin Jones Fellowship is a scholarship award that was established with the help of the Boston Bar Foundation and a group of colleagues of the late Austin Jones who served as Chief Deputy Clerk of this court from March 1973 until his untimely death in January 1981. This award affords one or more students from Boston Latin High School the opportunity to work in the Clerk's Office for a summer while receiving a monetary stipend from the Foundation.
- ◆ The Judge David S. Nelson Fellowship Program has now completed its fourth year of sponsorship by the judges of this court. The program provides the opportunity for Boston Public High School students, who have completed the eleventh or twelfth grade, with paid internships working in the offices of the District Judges, Magistrate

Judges and Clerk of Court. Judge Nelson was appointed in 1979 as the first African-American judge on the federal trial court in Massachusetts and this fellowship was established in his name to provide opportunities to deserving young students in the Boston area. The program has been expanded to include students from Springfield to intern in the Springfield Divisional Office. Judge Mark L. Wolf has coordinated the Nelson Fellowship Program since its inception in 1995. Migdalia Bruno, a former Nelson fellow, coordinated the 1999 program.

The interns perform general office duties, such as copying, filing, retrieval of files and in some instances even undertake special projects. They are also given the opportunity to observe court proceedings, meet with Judges, Magistrate Judges and other court staff, and representatives from court related agencies. Interns that work in the Clerk's Office are initially rotated through those areas of the office that will provide the intern with a broad overview of the operation of the court, such as the intake, appeals, records and jury sections.

Although, over time, the Clerk's Office has had to adjust to the reduction in staffing, we still look forward to the added assistance and enthusiasm provided by the interns each year. The

intern class of 1999 included the following:

- ♦ Shai Monique Ramos
- ♦ Ryan Sherbertes
- ♦ Amanda Escamilla
- ♦ Tricia Leigh Gray

Austin Jones Scholarship

- ♦ Naima Abdalkhallaq

Nelson Fellows

Boston

- ♦ James Batts
- ♦ Manuel Cabral
- ♦ William Chalmus
- ♦ Claresa Duberry
- ♦ Bertholion Jean-Gilles
- ♦ Elvin Pimentel
- ♦ Simone Welsh

Springfield

- ♦ Ashanta Smith
- ♦ Jennifer Forest
- ♦ Katrina Johnson

OPERATIONS SECTION

The Operations section of the office, which includes intake, records, docketing and data quality, is supervised by Ginny Hurley, Operations Manager. Ginny is assisted by Sheila Diskes and Theresa Catino, Docket Supervisors and David Bolden, Records/Intake Supervisor. These three supervisors are extraordinary in their talents and have proven to be valuable assets to Ginny, as well as the entire Clerk's Office.

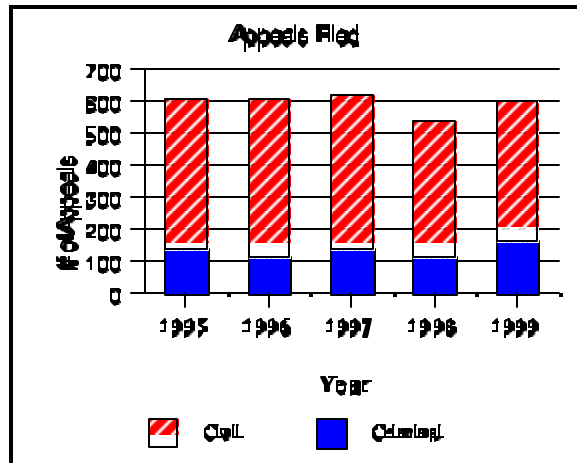
DOCKETING SECTION

1999 brought about a few temporary personnel changes in the docketing section, as well as temporary and permanent changes in docketing responsibilities.

In January, Michelle Rynne temporarily moved to the courtroom clerk position for Judge Woodlock while Rebecca Greenberg filled in as the Pro Se Staff Attorney. Maurice Lindsay was reassigned from the records office to replace Michelle as docket clerk for Judge Woodlock. This reassignment lasted until June when the permanent Pro Se Staff Attorney returned from maternity leave.

Lisa Urso assumed responsibility for the Magistrate Judge docketing and all appeals work once Matt Hogan was assigned to Judge O'Toole's docket clerk position in January. This assignment lasted until Judge Zobel returned to the District in August and Lisa Urso was promoted to the position of courtroom clerk for Judge Zobel. Maurice Lindsay was asked to process the appeals work, and in late December, all records and intake clerks began training to help with the appeals work. In July, all docket clerks began docketing for the Magistrate Judges. The assignment of MJ docketing was determined by the Judge/Magistrate Judge pairing for civil cases.

Pat Coppola joined the docketing section in March as Judge Saris' docket clerk, filling the vacancy created by Robert Alba's promotion to courtroom clerk for Magistrate Judge Bowler.



Appeals Filed	1995	1996	1997	1998	1999
Civil	474	494	483	423	438
Criminal	137	113	139	116	164
Total	611	607	622	539	602

Source: Locally generated report on numbers of notices of appeals filed for calendar year.

In October, Theresa Catino began her maternity leave, leaving Sheila Diskes to supervise both teams of docket clerks. We anticipate Theresa's return in the spring of 2000.

Ginny Hurley offered a number of docketing classes this year, among them were: Intro to ICMS Docketing; Intro to ICMS docketing - criminal; and Intro to Speedy Trial Act. These classes were well received and more will be planned as the need arises.

DATA QUALITY

Dianne Smith continued in the position of Data Quality Analyst. Dianne, along with Theresa Catino, spent a great amount of time developing a Data Quality Reference Guide. This guide should be finalized in early 2000.

In June of 1999, the Data Quality Analyst began performing audits of the Records and Intake sections. These reviews focus on about ten items in each section. The results of the inspection are shared with the supervisor for that section for correction.

INTAKE/RECORDS

Robyn Shahid joined the Intake/Records office in January 1999, freeing David Bolden to perform more supervisory duties in the office.

The clerks in this section have focused their attention on the quality of the files in their custody. It is their goal to keep the files as neat and orderly as possible.

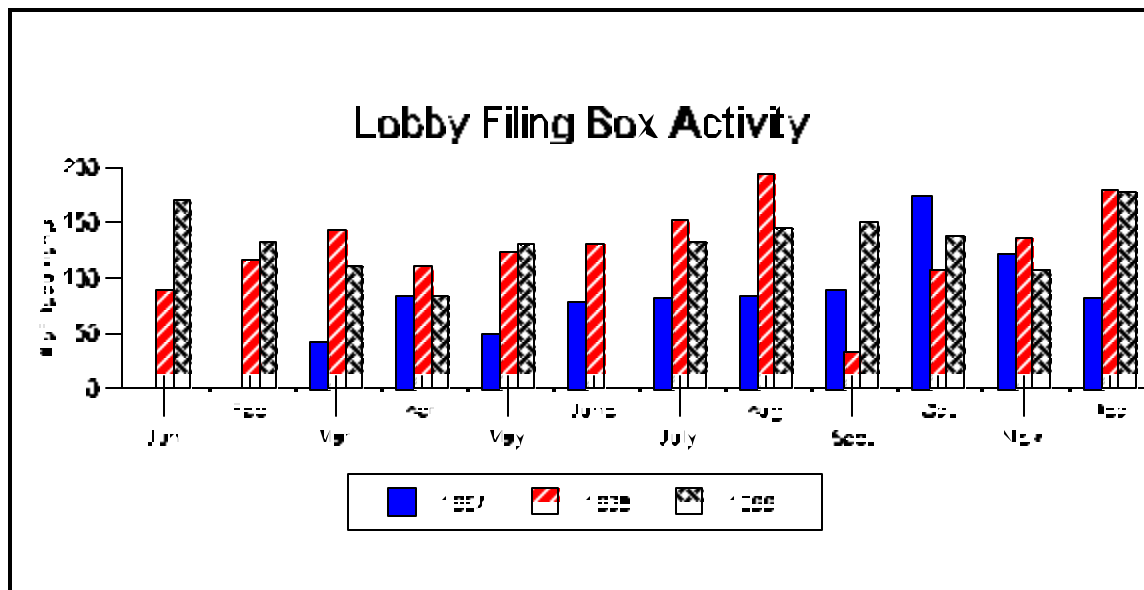
The monthly audits conducted by the Data Quality Analyst have helped identify other areas needing improvement.

The Intake clerks continued to retrieve documents from and monitor the use of the lobby filing box. As the chart below indicates, the lobby

box continues to be a user friendly alternative for filing documents with the court.

OTHER

Any report of the events for 1999 must include the exceptional contributions made by George Howarth. George has taken it upon himself to help out wherever needed in the operations section of this office. He is frequently seen at the intake section helping out when a line forms. Most recently he has taken on the MBD docketing in Theresa Catino's absence. George never fails to make himself available, often seeing the need for the help before anyone else notices.



Note: The lobby filing box was installed in March 1997.

COURTROOM CLERK SECTION

Mary Coughlin, Courtroom Supervisor, continued to coordinate the activities of 17 courtroom clerks in Boston during 1999. In addition to her supervisory duties, Mary developed procedures for Taxation of Costs in civil cases which were adopted for use by the court in January.

There were several changes in the assignment of courtroom deputies during 1999. In January, Robert Alba was selected as Courtroom Clerk to Magistrate Judge Bowler. In July, Lisa Urso commenced her duties as Courtroom Clerk to Judge Zobel, while Rex Brown was hired as Magistrate Judge Alexander's Courtroom Clerk. Shelley Ryan, Courtroom Clerk for Chief Magistrate Judge Collings left the Clerk's Office for a position as staff attorney for the Court of Appeals. At this time, her position is being filled temporarily by Tom Quinn who was Magistrate Judge Karol's Courtroom Clerk. It is anticipated that this position will be filled early next year.

In March, Phil Lyons was designated by the Clerk to be Deputy-in-Charge of the office for the day while all of the managers and supervisors attended their first annual Retreat. Other activities involving the courtroom deputies included a meeting with Judge Mazzone to discuss procedures involving referral of cases for ADR, interviews for the Work Measurement study, and a focus session concerning the strategic training plan for the district.

Judges in Boston: Elizabeth Smith, Zita Lovett, Craig Nicewicz, Lisa Urso, Basil Cronin, Rebecca Greenberg, Peter Gallagher, Philip Lyons, Mary Johnson Robbins, Lisa Hourihan, Todd McGrath, Maryellen Molloy, Tim Rooney, George Howarth.

- ◆ Courtroom Clerks Assigned to Magistrate Judges in Boston: Ellen Hayes, Rex Brown, Robert Alba, and Thomas Quinn with one position vacant at the end of the year.

The courtroom clerks continued to monitor the CJRA reports for the status of motions and bench trials pending more than six months and cases pending more than three years that are required for the periods ending March 31 and September 30 each year. There has been and continues to be a steady decline in the number of reportable motions since we began using the CJRA reporting software in 1994. The CJRA reports for matters pending as of September 30, 1999 included the following:

◆	6 Month Pending Motions	363
◆	3 Year Pending Cases	157
◆	Bench Trials	6
◆	Bankruptcy Appeals	33
◆	Social Security Appeals	6

- ◆ Courtroom Clerks Assigned to District

DIVISIONAL OFFICES

WESTERN SECTION - SPRINGFIELD

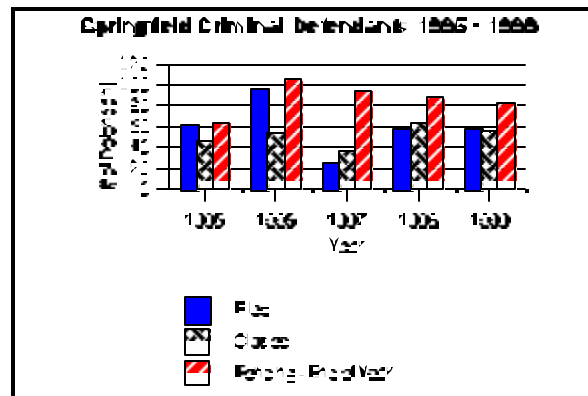
In 1999, 299 civil cases were filed in the Western Section, an increase from 259 in 1998. 33 criminal cases were filed in 1999, a decrease from 44 in 1998. At the end of the year, Judge Ponsor and Senior Judge Freedman had 196 and 86 civil cases pending respectively. Magistrate Judge Neiman had 32 civil cases pending. Judge Ponsor and Senior Judge Freedman had 37 and 20 criminal cases pending respectively.

In 1999, the site and architect for the new federal courthouse in Springfield were both selected. Moshe Safdie of Somerville, MA was selected as the architect. The site for the building is on State St., approximately 3 blocks east of Main St., near the Springfield Public Library and Quadrangle which contains all the major local museums. It is hoped that construction will begin early in fiscal year 2002.

In the summer of 1999, the Nelson Fellows program continued with three high school students who rotated through and worked in the various court related agencies. In the Clerk's Office, they were a big help by boxing 64 boxes of closed files that were later shipped to the Federal Records Center in Waltham, MA.

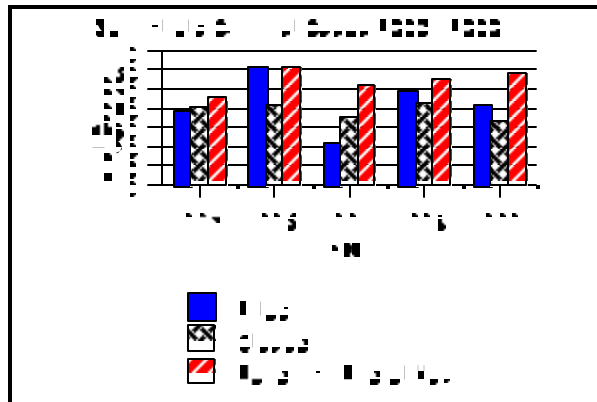
In September, the annual Clerk's Office employee recognition luncheon was held. It was attended by the Judges, chambers' staff, Clerk, Tony Anastas and Chief Deputy, Bill Ruane.

Effective November 1, 1999, the Clerk's Office changed its office hours from 8:30 AM - 5:00 PM to 8:00 AM - 4:30 PM. A lobby filing box with a time stamp enclosed within it was constructed and installed in the lobby of the Federal Building. It is available from 6:00 AM to 5:45 PM.



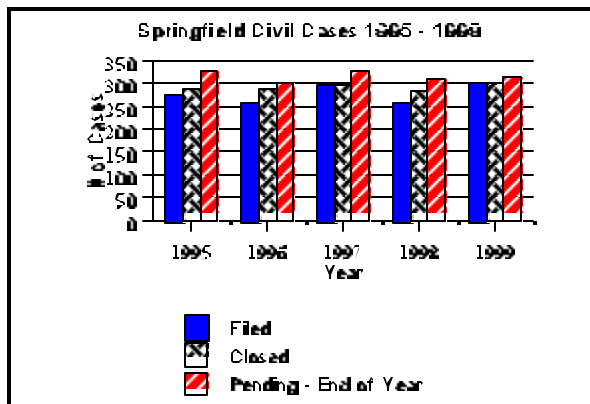
Criminal Defendant Activity	1995	1996	1997	1998	1999
Filed	61	96	26	58	57
Closed	46	54	37	64	55
Pending - End of Year	64	105	95	88	83

Source: Locally generated report on civil case filing activity for the calendar year.



Criminal Case Activity	1995	1996	1997	1998	1999
Filed	38	62	22	49	42
Closed	41	42	36	43	33
Pending - End of Year	46	62	52	55	58

Source: Locally generated report on civil case filing activity for the calendar year.



Civil Case Activity	1995	1996	1997	1998	1999
Filed	273	258	295	259	299
Closed	288	287	295	282	300
Pending - End of Year	329	300	329	309	314

Source: Locally generated report on civil case filing activity for the calendar year.

CENTRAL SECTION - WORCESTER

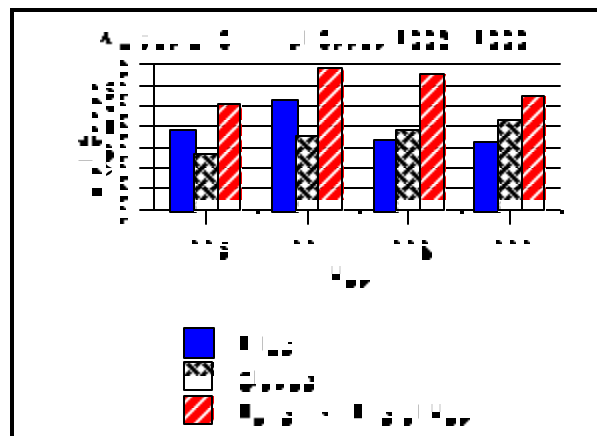
In April 1999, the Worcester Session hosted an "Afternoon with the Judiciary" for a round table discussion of procedural and administrative differences between cases brought in Massachusetts Superior and Federal Courts. The panel consisted of Judge Gorton, Magistrate Judge Swartwood, three state Superior Court judges and members of the Worcester County Bar Association.

In June 1999, the Worcester Section empaneled its first Grand Jury and it has since returned numerous indictments.

In October 1999, Judge Gorton empaneled a criminal case which required a partially sequestered jury. Each trial day the jurors were met by the U.S. Marshal Service at a designated remote location and were transported to the courthouse and returned to that location at the end of the day. This trial lasted 32 days and was completed on December 22.

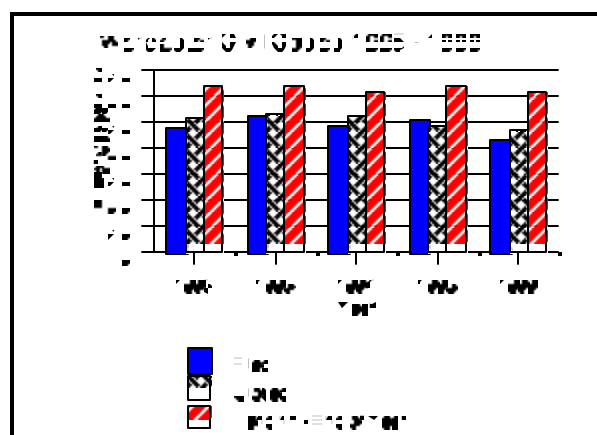
Gail Senecal and Christina Valley were two students from Becker College selected to participate in the Internship Program. Both were sworn in as deputy clerks and were trained to assist in many of the routine daily operations of the Clerk's Office which proved beneficial to both students and staff.

With the potential growth of the Worcester Section, plans have been developed to create two additional work stations and an office for Martin Castles, Courtroom Clerk for Judge Gorton. The office will also have a multi-purpose room which will house the photocopier, mailing equipment and scanner.



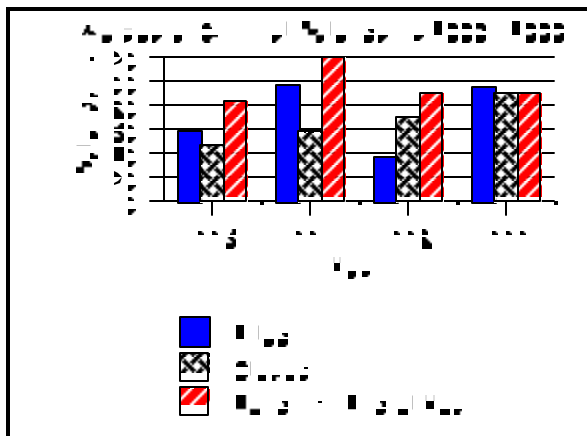
Criminal Case Activity	1996	1997	1998	1999
Filed	39	53	34	33
Closed	27	35	39	43
Pending - End of Year	51	68	65	55

Source: Locally generated report on civil case filing activity for the calendar year.



Civil Case Activity	1995	1996	1997	1998	1999
Filed	238	261	243	255	216
Closed	257	266	262	244	233
Pending - End of Year	320	318	307	319	307

Source: Locally generated report on civil case filing activity for the calendar year.



Criminal Defendant Activity	1996	1997	1998	1999
Filed	58	96	36	94
Closed	46	58	69	89
Pending - End of Year	83	120	90	30

Source: Locally generated report on civil case filing activity for the calendar year.

ALTERNATIVE DISPUTE RESOLUTION

1999 was a year of expansion for the Alternative Dispute Resolution (ADR) Program. Newly-appointed Chief Judge Young reappointed Senior Judge Mazzone as Liaison Judge for the Program. As in recent years, Judge Mazzone and Judge Skinner continued to conduct mediations as their primary work. In addition, pursuant to the Alternative Dispute Resolution Act of 1998, passed late in 1998, the magistrate judges in Boston, Worcester and Springfield joined the senior judges in serving as ADR providers and held sessions in more than 40 cases.

As part of its work this year, the court's ADR Advisory Committee, comprised of local attorneys, worked together with the Boston Bar Association to set qualifications for a panel of ADR practitioners to serve as neutrals for the court on a volunteer basis. In September, the court invited applications. A panel of 35 experienced ADR providers, both attorneys and non-attorneys, will be accepting cases in the year 2000. Additional assistance outside the court comes from the Worcester Multi-Door Courthouse, a court-annexed ADR program that originated at the Worcester Superior Court.

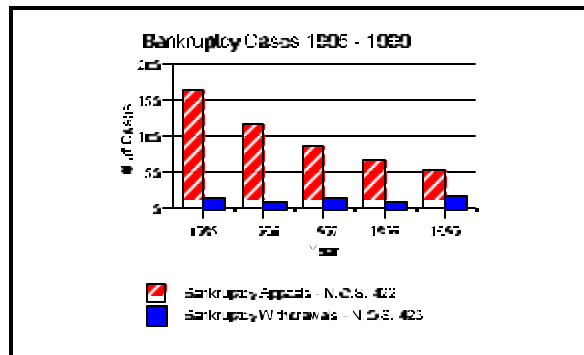
Trial judges referred 255 cases to the ADR Program in 1999. More than 200 cases were mediated this year. In some instances, two or more sessions were held for a single case. Of those cases for which results after ADR were reported in 1999 (a few of which were mediated prior to 1999), 59% were reported settled.

Consistent with legislative requirements, the court appointed an Administrator of the ADR Program in July 1999. Amy Bressler Nee had the opportunity to attend an informative three-day national conference for ADR Administrators for the U.S. District Courts in December which was arranged by the Federal Judicial Center.

In the year 2000, the Program intends to meet new challenges to ensure uniform quality of service and encourage input from participants. The Program expects to improve the tracking of cases that go to ADR to allow better analysis of the speed and success of the Program. Participants will be asked to provide feedback in a more systematic and uniform way to facilitate evaluation of the court's

ADR services. The Program continues to provide alternatives to trial including mediation – the process most widely used – early neutral evaluation, mini-trials and summary jury and bench trials. The Program will work to educate the legal community about the advantages of each alternative, and to encourage greater use of alternatives other than mediation where appropriate. The Program plans to review and monitor the legal community's response to the new ADR Panel. Through the Panel, the Program hopes to offer ADR practitioners a way to broaden their experience by providing valuable service to the court, and to offer a richer variety of options to ADR participants.

BANKRUPTCY CASES



Bankruptcy Matters Filed	1995	1996	1997	1998	1999
Appeals	165	118	87	66	53
Withdrawals	14	10	15	9	18

Source: Locally generated report on civil case filing activity for the calendar year using nature of suit codes 422 - Appeals and 423- Withdrawals as designated on the JS 44 cover sheet.

Bankruptcy cases filed in the district court continued to decline overall in 1999 as indicated in the chart below. Although bankruptcy appeals have been reduced significantly since the implementation of the Bankruptcy Appellate Panel for the 1st Circuit, the number of withdrawals of the automatic reference to the Bankruptcy Court doubled over those filed in the District Court in 1998.

CRIMINAL JUSTICE ACT

The local Criminal Justice Act (CJA) Plan which was amended in 1993 remains in effect for the District of

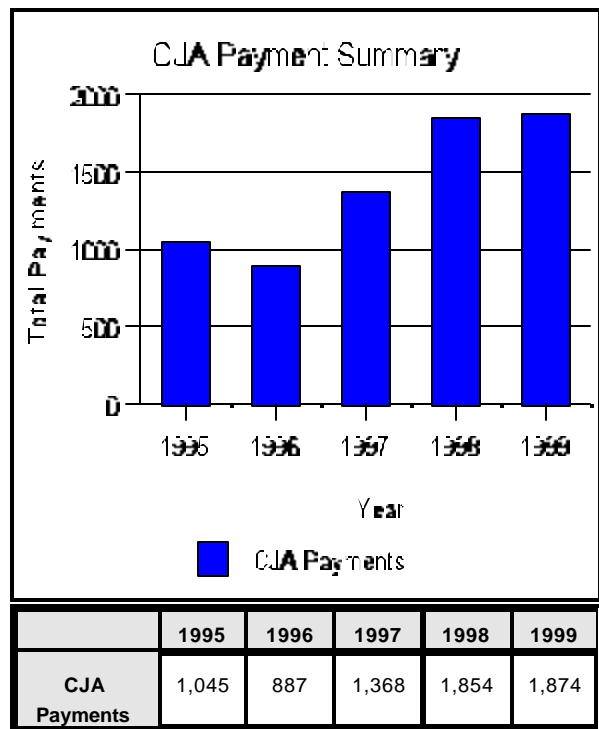
Massachusetts. The CJA Board with Attorney Charles Rankin as Chair continued its oversight and participation in CJA related activities in the district. Recommendations concerning the annual application process for reappointment and replacement attorneys on the CJA Panel were provided to Judge Mark Wolf, liaison judge for CJA, by the CJA Board in October 1999. The recommendations were approved by the Court in November and a new list for Boston, which included the reappointment of 28 panel members with terms expiring in 1999 and eight (8) new members, was published. These additions brought the Boston CJA panel to its full complement of 94 attorneys. No changes were made to the Springfield and Worcester panels in 1999.

The CJA Board continued to work with the Federal Defender's Office on training programs for CJA panel members and other criminal defense attorneys in 1999. Several programs were held here in the courthouse. In addition, the CJA Board made several proposals concerning the Local Rules and management of the CJA Panel.

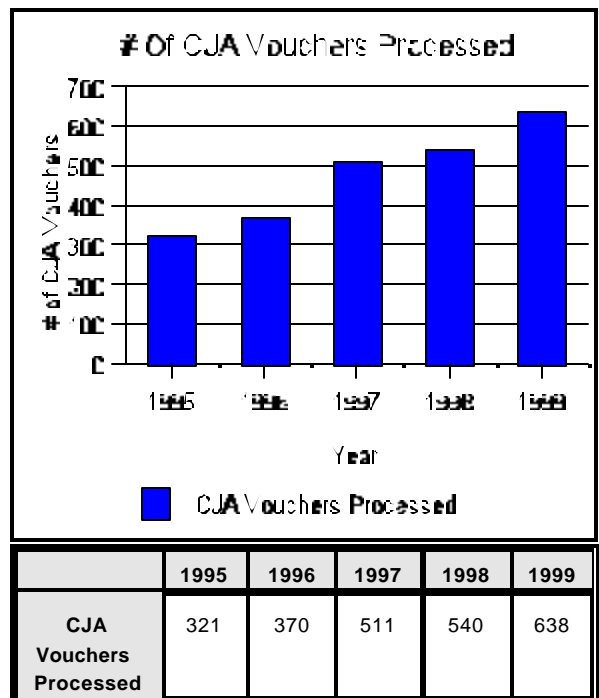
One of the major changes regarding CJA in 1999 was the introduction by the Administrative Office of a new automated CJA payment system. This new system was implemented in late September upon the return of Clerk's office personnel, Helen Costello and Judy Litwin, from training in San Antonio. Under the new system defendant information is added to the computer program at the time of appointment of a CJA panel attorney. Once this data is entered it is relatively easy to generate the CJA 20 or CJA 30 appointment forms, as well as expert vouchers.

Continuing congressional requests for detailed information on the operation of the Defenders Services program required the replacement of the old CJA payment system. The new system is designed to correct internal control, audit, and data editing deficiencies. It will also provide for data consistency with other judiciary systems and allow for collection of additional data elements which will enable the AO to support congressional, circuit, district, and other requests for reports and analyses of representation costs. Although the AO will have the ability to gather quite a bit of statistical information through this national system, it has added additional work to Clerk's Office personnel and has increased the processing

time for vouchers. By the end of 1999 review and data entry time for payment of CJA vouchers was improving as we became more acclimated to the system.



Note: Figures in thousands of dollars.



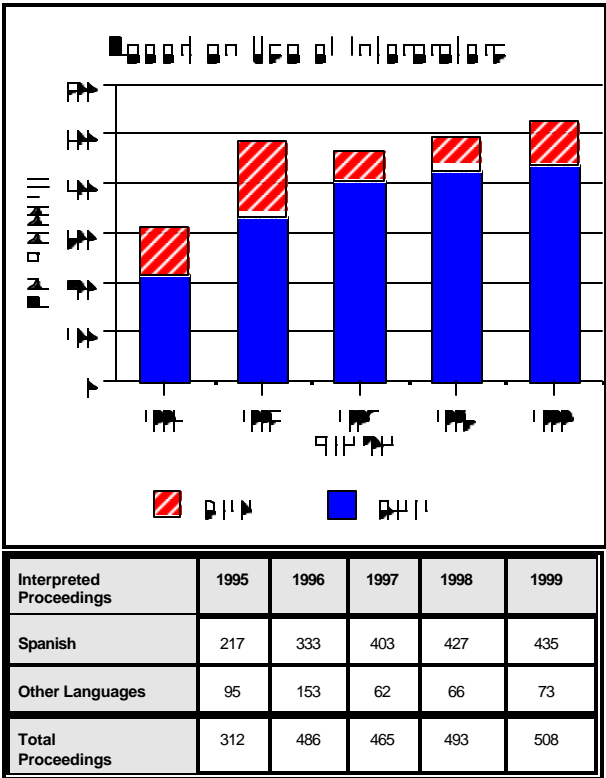
INTERPRETERS

There was a slight increase in the overall use of court interpreters in the District of Massachusetts during fiscal year 1999. The use of Spanish interpreters increased by approximately 1.8% from the figures available for the same time period in 1998. There was also an increase in the use of interpreters in other languages which helped to increase the total overall interpreter usage to 3.8% for the year. The chart below provides data on the use of interpreters in the District of Massachusetts for the last five years.

The three languages certified by the Administrative Office are Spanish, Haitian Creole and Navajo. The AO also maintains a list of interpreters who have passed a written examination in the following languages: Arabic, Cantonese, Hebrew, Italian, Korean, Mandarin, Polish and Russian. This list is available on the AO Web page, along with the new National Court Interpreter Database that provides information on interpreters used by various federal courts throughout the country. Mary Coughlin, Courtroom Supervisor, gathered and input the information into the national database on the court interpreters for the District of Massachusetts.

In order to better coordinate the use of court interpreters, the courtroom clerks have continued to include interpreter information on the

daily court calendar. By having this information available to all, interpreters can be more fully utilized if they are already in the building and may be needed on short notice. Information is also added to the docket if an interpreter is used or required.



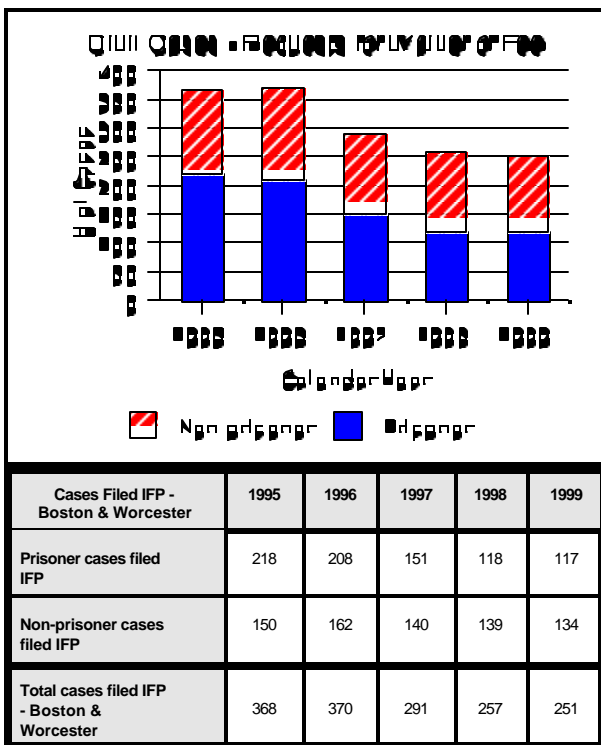
Source: Annual Report on Use of Court Interpreters for Fiscal Year - 10/1 to 9/30.

PRO SE AND INDIGENT CASE PROCESSING

This year saw the opening of Massachusetts' first federal prison, Federal Medical Center (FMC) Devens.

Barbara Morse, the pro se staff attorney, and Virginia Hurley, the Operations Manager, met with the legal staff at FMC Devens to discuss the requirements for prisoners filing cases in federal court.

The court adopted an Inmate Authorization Form for use by inmates confined to FMC Devens. Inmates seeking to file a civil action, must file a consent form authorizing the Federal Bureau of Prisons to disburse funds from an inmates account for payment of the \$150.00 filing fee. The Massachusetts Department of Correction does not require such an authorization form.



Source: Locally generated report of IFP filing activity prepared by Pro Se Staff Attorney.

The opening of this new prison is expected to produce additional prisoner case filings in the District Of Massachusetts. The prison is located in the Central Section of the district. Barbara Morse and Ginny Hurley met in Worcester with Debbie

Shattuck, Deputy-in-Charge and Marty Castles, Courtroom Deputy, to discuss case assignments. The district judges decided to assign a Worcester case number to cases filed by Devens prisoners. In order to avoid an excessive burden on the Worcester session, judicial assignments will include Judge Gorton in Worcester as well as the Boston judges.

Barbara Morse and Ginny Hurley were provided with a comprehensive tour of the facility. FMC Devens is one of seven national medical centers run by the Federal Bureau of Prisons. FMC Devens was built around the old army hospital at Fort Devens in Ayer, Massachusetts. The prison is on a 240-acre tract claimed by the bureau after the Department of Defense announced in 1991 that it would close Fort Devens. Construction began in late 1995 and the first forty (40) inmates arrived in January 1999. By the summer of 2000, the facility is expected be at full capacity of 1,000 inmates.

The facility is classified as Administrative Security, which means they can house all security levels. However, the facility will mainly house inmates who have been classified low- or medium-security prisoners, although there is a chance high-security prisoners will be moved to Devens. The Bureau of Prisons prefers to have inmates nearing release in facilities near their home community, therefore, many of the inmates are nearing the end of their sentences. There is a 150-bed psychiatric ward and a 132-bed medical unit. There is also a separate minimum security work camp.

Surgery will not be performed at the medical center, but inmates needing day-to-day care, such as those slowed by cancer or AIDS, will be among those at Devens.

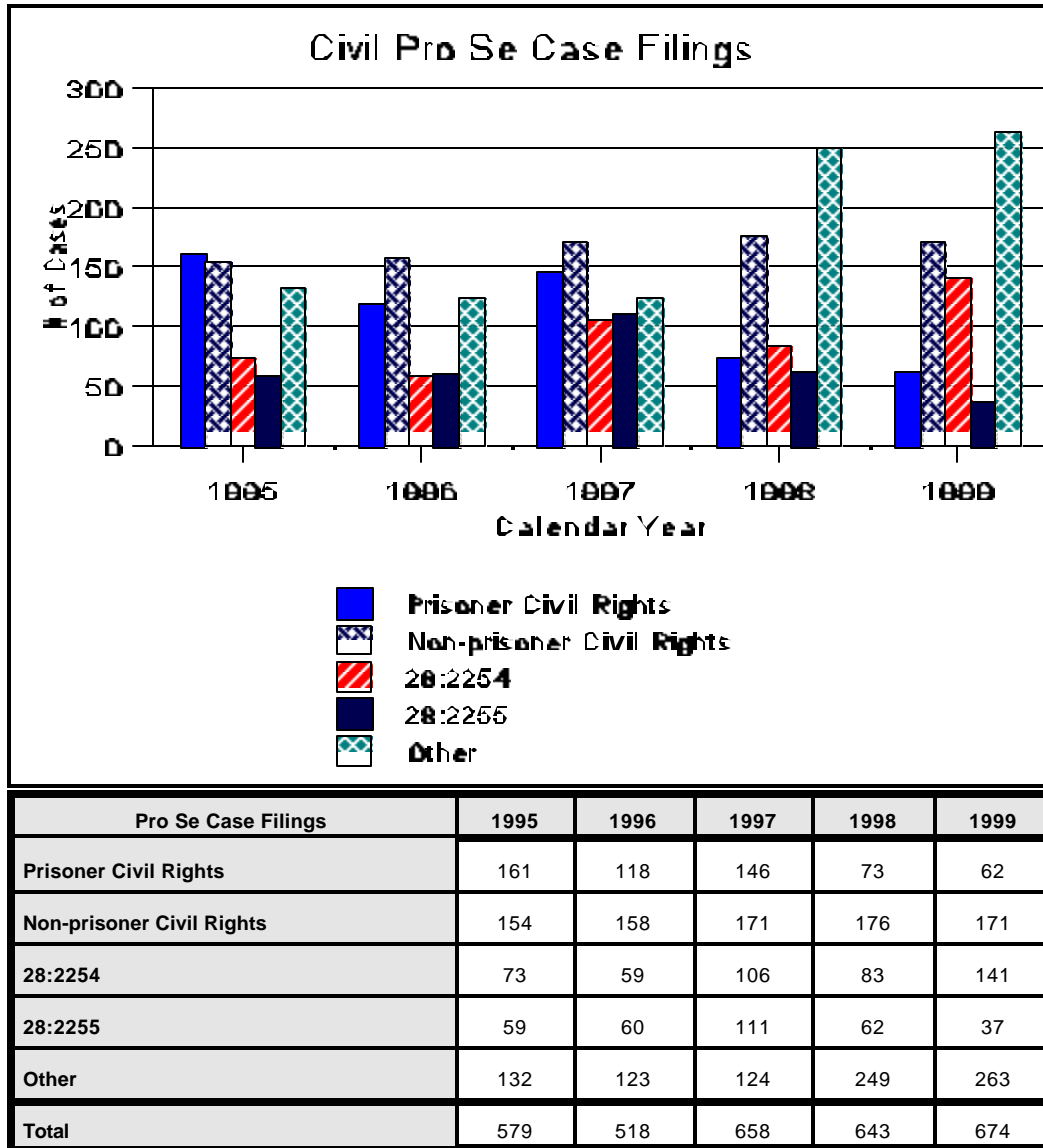
Barbara Morse made a presentation at the law clerk orientation program held on Tuesday, October 12, 1999. Barbara provided an overview of pro se case processing procedures for civil, pro se cases. She also explained the court's pro bono program.

PRO BONO PROGRAM

The court's pro bono program has been in operation since 1982. The Pro Se Staff Attorney coordinates this program which secures volunteer attorneys to represent indigent litigants in civil cases when allowed by the

court. Pro bono lawyers are appointed at a rate of 1-2 per month through this program.

An MCLE training seminar is being planned for Spring 2000. The MCLE program will train pro bono attorneys on representing indigent plaintiffs in federal court.



SYSTEMS SECTION

The Systems section had another busy year in 1999. After having worked very hard for a successful transition to the new courthouse in 1998, there was no slowdown for the systems staff as the Y2K deadline was fast approaching. A lot of time during this year was involved in the transition for the year 2000. All existing programs had to be tested for Y2K compliance and if not compatible, new software had to be investigated. With all of the hard work that has been done to date by the Systems Department staff, we are confident that there will be a successful conversion to the next millennium.

Current Staff:

Stuart Barer - Systems Manager

Len Rideout - Assistant Systems Manager

Chris Gross - PC Administrator

Bill Doe - PC Administrator

Marc Bumble - Unix Systems Administrator

Linda Topalian -Automation Support
Specialist/ Trainer

Ben Bauer - Network Administrator

Y2K Upgrades

Much of the year was spent upgrading all systems for Y2K compatibility.

Computer Upgrades

All Clerk's Office Pentium upgrades were complete by the end of February. All computers in the Boston, Worcester and Springfield Clerk's Offices had the Windows 95 Y2K patch installed. All courtroom computers were reconfigured with upgraded versions of Norton Anti-virus, Netscape, Win95 2K fix, and the LANWorkPlace Pro Y2K fix.

Solaris Migration

CFS was successfully converted to the new Y2K version on a new Solaris-based computer during May.

Electronic Courtroom

The grand opening demonstration and mock trial for the electronic courtroom took place on February 3, 1999. Participants were Judge Gertner, Sam Solomon of Doar Communications as the defense attorney, and Michael Loucks from the US Attorney's Office as the AUSA. Best Supporting Actor award goes to Bill Doe as the remote witness. New England Cable News covered the event.

The equipment allows evidence to be displayed on multiple monitors throughout the courtroom from a document display camera, VCR, computer, or video-teleconferencing unit. New Construction included collapsible jury box monitor stands, and a custom designed lectern. Judge Saris and Judge Woodlock conducted the first two trials using the electronic courtroom.

Public Internet Home Page

Our public Internet web page went online at www.mad.uscourts.gov. General court information, directions, juror instructions, and vacancy announcements are now available at this site. Because of an overwhelming demand from the press and public, Judge Wolf's organized crime case opinion and Judge Gertner's Boston schools case opinion were posted there. Although we do not have the capacity to post all opinions at this time, we can accommodate special situations like this one. Other information posted includes:

- Mission Statement of the Clerk's Office
- Annual Report
- Public Events at the U.S. Courthouse in Boston
- Juror Information
- Local and Federal Rules of Civil and Criminal Procedure
- Fee Schedule
- Directions and Contact Information
- Vacancy Announcements

ECF

Future Electronic Case Filing plans are being made. Gary Bockweg from the AO visited us on February 8. He gave a demo of electronic case

filing and the new Netscape interface to the Case Management database to the Clerk's Office. He also met with our judges to answer their questions.

Laptop Computers

Laptop computers were purchased for each Chambers. They were configured and distributed during the month of June.

Imaging Project

An RFP was prepared for a system to scan and view orders, complaints, indictments, judgements and answers. The base system will consist of a scanner and software to capture images of the selected documents and link them to Web CHASER. Users will be able to click on the referenced document number in a docket report and view the document on screen. Additional options will include expansion to the divisional offices, and Web PACER integration. The design will include the ability to integrate with our existing docketing system and to provide a smooth transition to electronic filing.

Fax Server Upgrade

Users went live on our new, Y2K-compliant fax server on July 7th. Faxes can now be sent and received using our standard CC:Mail interface.

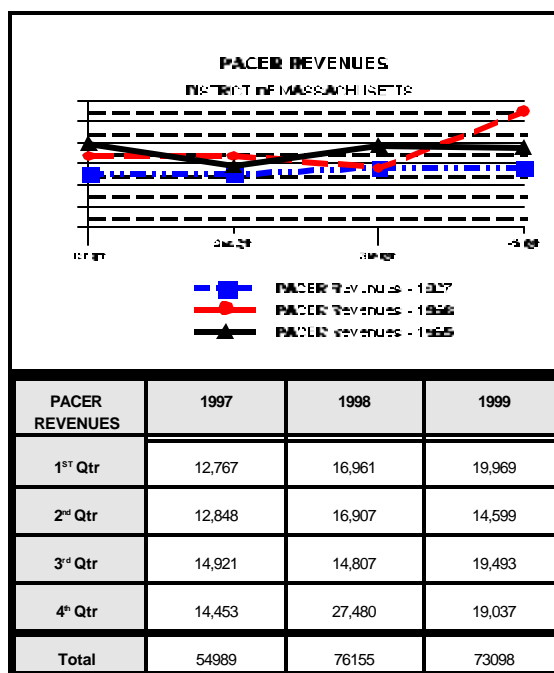
Lotus Organizer

Because of Y2K and other issues, all Calendar Program users were migrated to Lotus Organizer. Classes were held for all interested judges, secretaries, courtroom and docket clerks with Catapult, Inc. on Sept. 7-9. Additional classes were held Sept. 13-16 for our locally developed Add-on tools which allow users to import ICMS data

and Mailist files, create WordPerfect merge files, and perform other useful functions.

PACER

Overall PACER usage in 1999 declined by about 3% from 1998 figures. However, the fourth quarter of 1998 was unusually high due to one user yielding fees of \$12,043.20. Accordingly, but for that user in 1998, the figures for 1999 would be slightly increased.



Excess Equipment

During 1999 due to computer upgrades, some of our excess computer equipment was donated to St. Mary's School in South Boston.

ADMINISTRATIVE SERVICES SECTION

While most of 1998 was spent planning and coordinating the move to the new courthouse, a large part of 1999 for personnel in Administrative Services was spent following up as a result of the move. One of the major concerns was the construction warranty on the building which was due to expire in July 1999. This meant that if things hadn't been reported as defective by that time, we had to live with it. There were many punch lists that were created to follow up on unfinished or incomplete work or physical amenities that needed fixing. These lists were poured over and amended numerous times. Meeting with the judges, GSA and BCMA to review and discuss the punch list items was a routine occurrence.

Time was also spent tracking and receiving final shipments on all furnishings for the court family over the course of last year. This included items such as chairs, benches and tables for the courtrooms, as well as furnishings for the jury rooms such as refrigerators, toasters and microwaves.

Since the Clerk's Office configuration was different in the new courthouse, some of the work stations in the docketing area needed additional parts or reconstruction. One section of the docketing area had to be furnished with totally new cubicles from a new manufacturer that were finally installed by September.

In the jury lounge/assembly hall new glass partitions and shades were installed to prevent interruptions between ongoing functions occurring in the jury lounge area and the jury clerks' work area.

The accounting section was moved from the west side of the building to a roomier and better lit area on the east side of the building.

During 1999, we also began planning for renovations to the Central Section Clerk's Office located in Worcester. The actual construction work should be completed next year.

In the way of personnel, the Administrative Services section lost Jasmin Rivera, as she relocated to New York with her husband. She is now employed in the Eastern District of New York, Brooklyn Office. Our Financial Administrator, Ellie Creamer, announced her well earned retirement at the end of the year as well and Debbie Lowe, Court Reporter Supervisor, became the proud mother of her second son, Jake.

BAR CLERK

Steve Moynahan, the District Court Bar Clerk, continues to be responsible for all aspects of bar disciplinary matters; review and processing of vouchers for payment of attorneys and experts for work performed under the Criminal Justice Act (CJA); all functions relating to admission of attorneys to the bar of the Court; and all aspects of practice by law students before the Court.

The Bar Clerk is responsible for reviewing and auditing all CJA vouchers submitted for payment. In late September 1999 a new system for payment of claims under CJA was instituted in the District of Massachusetts. The changes in the program were so significant that two people from the Clerk's Office attended a week long training session in San Antonio, Texas. This new nationwide program required the entry of additional defendant and case information, not required under the previous system. Vouchers had to be more carefully scrutinized to make sure the necessary information was included for entry into the new payment system. Once the vouchers had been verified and processed, the check would be issued through the automated system in Washington, D.C. As shown in the chart included in this section, during 1999, 638 CJA vouchers were processed for payments totaling over \$1,874,000 for attorneys and experts under the Criminal Justice Act. The amount of the payments increased by approximately 1% over the amount expended for CJA cases in 1998 which is a significant decline from 36% increase from 1997 to 1998. However, there was an 18% increase in the number of CJA vouchers processed during 1999. One of the changes that may account for this increase is the processing of CJA 24 vouchers for payment for transcripts. Prior to the implementation of the new CJA Payment System in September, payments for transcripts were processed through the financial office, this changed with the new system. All transcripts and airline tickets for CJA attorneys or experts were now paid through the new CJA Payment System. There were approximately 36 CJA 24 vouchers and 5 GTA payments that were previously handled by the financial office that were now being processed under the new system.

The Bar Clerk also maintains the attorney database for the court's computerized docketing system (ICMS). All members of the Federal Bar admitted at the District Court level since 1990 have

been entered into the system.

During 1999, there were 985 new attorneys

admitted to the District of Massachusetts bar. This was approximately 2% less than in 1998.

	1995	1996	1997	1998	1999
CJA 20 and CJA 21 Vouchers Processed	321	358	505	540	638
Total CJA Payments	1,044,610	887,462	1,368,449	1,854,545	1,874,316
Attorneys Admitted	1026	1052	955	1,007	985

COURT REPORTERS

The Court Reporters for the District of Massachusetts are assigned to the active judges in the district. Currently there are twelve court reporters assigned to judges in Boston and one court reporter designated as a floater. In addition there is one court reporter assigned to each of the divisional offices in Worcester and Springfield.

OFFICIAL COURT REPORTERS - 1999 DISTRICT OF MASSACHUSETTS

Patricia Casey-Price
Marie Cloonan
Cheryl Dahlstrom - Worcester
James Gibbons
Teri Gibson
Harold Hagopian
Lee Marzilli
James McLaughlin
Alice Moran - Springfield
Pamela Owens
Jill Ruggieri
Barbara Sakurai
Carol Scott
Judith Twomey
Donald Womack

During 1999, the official reporters logged a total of 7,583 hours in court and produced total transcript pages in excess of 128,699. In addition to the official reporters, contractual reporters were hired in approximately 190 instances.

All reporters are using the computer in some capacity to provide transcripts. A number of reporters currently have the capacity to do real-time reporting. Real-time allows the transcripts to be translated immediately into readable text which can

be displayed on other computer monitors in the courtroom.

Although the court reporters generally cover for the judge to whom they're assigned, Deborah Lowe, the Court Reporter Supervisor, is responsible for coordinating the assignments so that all sessions needing court reporters, including senior judges and magistrate judges, are covered. This sometimes requires hiring outside freelance reporters to handle this additional work.

NATURALIZATION

Deborah Lowe continued to be responsible for coordinating all naturalization matters with the Immigration and Naturalization Service (INS).

In addition to her other duties as Court Reporter Supervisor, Debbie coordinated most of the naturalization ceremonies conducted by the court, generally held twice a month. Debbie was on maternity leave for several months at the end of 1999 and in her absence, Frank Dello Russo coordinated all INS activity for the court. The district judge assigned to handle the Miscellaneous Business Docket each month (or a magistrate judge designated by the district judge) presides over the ceremony and welcomes new citizens and their guests.

Since July 1997, the clerks role in the ceremonies has decreased. INS has assumed greater responsibility for processing the individuals to be naturalized prior to the ceremony and organizing the ceremonies. Only one of our clerks is required to coordinate and attend the ceremonies conducted by the district court.

The District Court conducts most of its

naturalization ceremonies at Boston's historic Faneuil Hall, where approximately 400 new citizens are naturalized at each ceremony. In 1999 two large ceremonies were held at the Lowell Memorial Auditorium. On July 6, 999 new citizens were naturalized while the ceremony on August 26 saw 1,027 individuals take the oath of citizenship.

As can be seen by the figures below, there has been a significant fluctuation in the number of aliens naturalized over the course of the last five years. The figures for 1999 represent a 15% increase over the prior year while there was an 19% decrease in 1998 as compared to the figures for 1997.

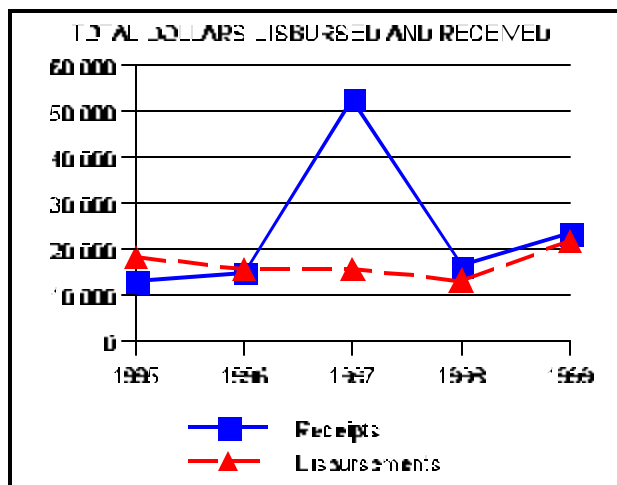
	1999	1998	1997	1996	1995
Aliens Naturalized	11,289	9,814	11,680	9,907	10,797

FINANCIAL OFFICE

Towards the end of 1998, discussions with the judges and supervisors about the limited space for the financial office resulted in the acquisition of space on the 2nd floor that was formerly occupied by the Bankruptcy Appellate Panel Clerk's Office. Ellie Creamer, Financial Administrator, and the rest of the staff of the Financial Office, Marie O'Keefe, Susan Sladen and Elaine Daniels-Lynch were very happy to make the move to larger space in 1999. Although it meant packing up again and moving to the other side of the building, the space provided a much more conducive working environment.

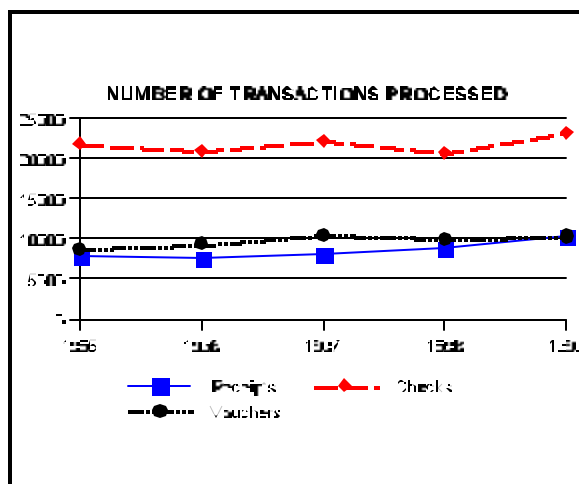
As 1999 came to a close, Ellie Creamer made the decision to turn off her adding machine and retire as of February 2, 2000. Since she gave several months notice of her impending departure we were able to advertise and select her replacement by the end of the year. Christine Karjel with experience in both the Western District of New

York and the Northern District of Georgia, is expected to start as Financial Administrator in January 2000.



Figures in Thousands of Dollars

	1995	1996	1997	1998	1999
Receipts	13,084	14,962	52,896	16,355	23,587
Disbursements	18,188	15,562	15,660	13,260	21,848



	1995	1996	1997	1998	1999
Receipts	7916	7688	8145	8755	10306
Checks	21913	20958	22210	20723	23234
Vouchers	8833	9472	10559	9985	10350

JURY

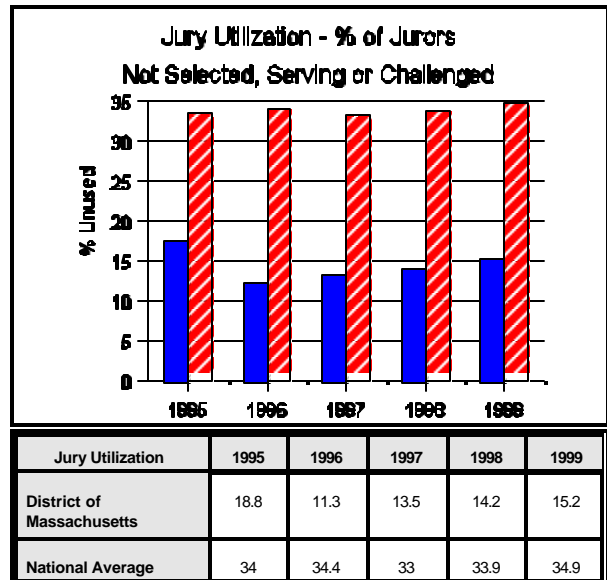
During 1999, Jasmin Rivera left the District Court in Boston for the District Court in New York. She took a position as a generalist in the Eastern Division of the U.S. District Court in New York. In August of 1999, Karen Joyce joined the jury staff. Karen Joyce was a former student intern from the Worcester divisional office.

Judge Lindsay has continued to act as liaison judge for jury during 1999. In that capacity, he is directly responsible for handling all requests for additional jurors by all judicial officers. The jury plan for the district now allows for 25 jurors in a civil case and 40 in a criminal case. In order to exceed these numbers, judges must request a supplemental array of jurors. That request must be approved by Judge Lindsay.

In 1999, the jury staff impaneled seven new grand juries in Boston that serve for at least 18 months. The jury staff in Boston also traveled to assist staff members in Worcester to impanel it's first grand jury.

Also in 1999, the jury staff actively pursued jurors that did not appear for jury service. Jurors that did not appear for jury service were sent a postcard regarding their failure to appear as summoned. Jurors then had the opportunity to reschedule jury service by phone. Jurors in default

that did not reschedule their jury service in a timely manner were sent a default letter signed by Judge Lindsay. Jurors in default had 10 days to contact the jury office to reschedule their jury service after receiving the judge's letter. If jurors did not respond to the judge's letter, an order to show cause would be issued requiring them to appear before Judge Lindsay to explain why they shouldn't be fined or imprisoned.



Source: 1999 Federal Court Management Statistics for 12 month period ended September 30

AWARDS

An Employee Recognition Awards Program was developed and implemented in July 1997. The purpose of the program "is to recognize outstanding achievement by individuals, groups and organizational units in the performance of their duties; to improve morale and inspire greater achievement; to promote organizational identification and career commitment; and, to encourage and reward innovative thinking."

The Awards Committee is composed of six (6) members representing various sections of the court. Bill Ruane, the Chief Deputy Clerk, serves as the permanent Chairman. Each year, a new set of volunteers is selected to serve on the Awards Committee to review the nominations submitted and make recommendations to the Clerk.

The recipients of the 1999 Employee Recognition Awards were announced by the Awards Committee on August 3, 1999. The awards were presented at this year's "Employee Appreciation Day Programs" conducted in Boston, Worcester and Springfield in September and October. These programs included lunch and the presentation of awards.

At the ceremonies, the recipients of cash awards were honored with a framed certificate, personnel selected for an honorary award received gift certificates or business cards, and members of the Clerk's Office staff who reached a milestone anniversary were acknowledged with the presentation of a pin to commemorate their years of service to the government.

The 1999 Employee Recognition Award Recipients were:

◆ SPECIAL SERVICES AWARD - CASH AWARD

Group:

- ◆ Len Rideout, Edis Feldhouse and Linda Topalian - Systems Staff

- ◆ Robert Alba and Michelle Rynne - Pool Docketing Project

Individual:

- ◆ Theresa Catino - Docket Clerk Supervisor/Data Quality Manual
- ◆ Maurice Lindsay - Temporary Docket Clerk

◆ SUPERIOR PERFORMANCE AWARD - CASH AWARD

- ◆ Helen Costello - Projects Manager
- ◆ Eleanor Creamer - Financial Administrator
- ◆ Ginny Hurley - Operations Manager
- ◆ Susan Jenness - Pro Se Clerk
- ◆ Tom Quinn - Courtroom Clerk
- ◆ John Stuckenbruck - Division Manager in Springfield

◆ HONORARY AWARD - NON CASH AWARD

Group Awards:

- ◆ Todd McGrath, Tim Rooney, Rebecca Greenberg and Zita Lovett - Courtroom Clerks

Individual:

- ◆ Sheila Diskes - Docketing Supervisor

◆ **LENGTH OF SERVICE AWARDS**

A pin, denoting the milestone reached in government service in 1999, was presented to a number of employees.

- ◆ Five year pin was presented to 1 employee;
- ◆ Ten year pins were presented to 5 employees;

- ◆ Fifteen year pins were presented to 3 employees;
- ◆ Twenty year pins were presented to 4 employees;
- ◆ Twenty-five year pins were presented to 3 employees; and
- ◆ Thirty year pin was presented to 1 employee.

VOLUNTEER/COMMUNITY ACTIVITIES

During the course of 1999, many members of the court staff participated in volunteer and fund raising activities which required efforts beyond their normal work activities.

- ◆ On April 22, 1999 the U.S. Attorney's Office sponsored a "Take Our Daughters and Sons to Work Day" at which the District Court family played host to approximately 40 children. The day began with breakfast for the kids in the atrium outside the jury lounge. At 9AM, Judge Nancy Gertner, U.S. Marshal Nancy MacGillivray, and U.S. Attorney Donald Stern greeted the children. At the opening ceremony, a special presentation was made to one of our guests, George Kyminas, a twelve year old from Peabody, MA. George has a congenital heart defect and over the years has had numerous surgeries but he still maintained his dream that one day he would become a State Police Officer. He was presented with an authentic Secret Service hat, pin, earphone, dark glasses, and a wall plaque with his name inscribed.

The children were given the option to attend many different sessions, from hostage negotiations and a Fish and Wildlife demonstration, to a mock trial. Even Sebastian's cafe joined in with a special menu just for our young guests.

Employees of all agencies brought their own child or borrowed a child for the event. It was very well attended and well received by both children and adults.

- ◆ The Clerk's Office, in conjunction with Massachusetts General Hospital, and on behalf of the Federal Court Clerk's

Association sponsored two blood drives during 1999. One was held in July and the other was held on October 27, just in time for Halloween. Of course, as in the past, our resident vampire, George Howarth, reminded and encouraged all to participate in these blood drives. In October, George managed to come out into the light of day with his vampire outfit to motivate others to give blood. Mary Coughlin and Ginny Hurley did all of the coordinating and scheduling for these very successful events.

- ◆ The proceeds from the 1999 District Court Clerk's Office Holiday Celebration were again forwarded to Dean College, to be applied to the Brian Cohen Memorial Scholarship, along with proceeds from the sale of court memorabilia including polo shirts, sweat shirts, bags, mugs, etc. Thanks go to Mary Coughlin for coordinating these efforts.

- ◆ Through the efforts of Marilyn Bond and the generosity of 12 employees, a donation totaling \$4,168 was made to the Combined Federal Campaign. The court staff also donated 321 hours to the Leave Share Program for federal court employees throughout the United States. Leave is donated to federal employees who are in need of additional leave for medical purposes.

- ◆ Through the generous contributions of the Clerk's Office and District Court family, the Spirit of Christmas was continued this year. Boston Community Development was the recipient of an overflowing box of toys donated to children in the City of Boston to help brighten their Christmas holiday.

ACKNOWLEDGMENT

In concluding this report for 1999, I would like to thank all of the judges, managers and staff members who contributed information, ideas and suggestions for this annual account of activity in the District of Massachusetts. I deeply appreciate the support and assistance provided by the Clerk and the managers in writing and editing various sections of the report and I look forward to the challenges and opportunities as we enter the next millennium.

Helen M. Costello
Projects Manager

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